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NASMER INSTRUCTION 3440.1

From: Commanding Officer, Naval Air Station, Meridian, MS.

Subj: DISASTER PREPAREDNESS PROGRAM

Ref: (a) COMNAVBASEJAXINST 3440.2
(b) CNETINST 3140.1
(c) OPNAVINST 3440.16

1. Purpose: To implement the NAS MERIDIAN DISASTER PREPAREDNESS PLAN as directed by references (a) through (c). This plan has been substantially revised and should be reviewed in its entirety.

2. Cancellation: NASMER OPLAN 10-86.

3. Background: Emergency preparedness planning is directed towards the implementation of actions promoting survival of personnel, preservation of resources and restoration of mission-essential operations following any type of disaster.

4. Discussion: To assure that each activity restores primary mission capability, provides humanitarian aid and responds to major accidents. Each activity shall publish standard operational procedures, plans, bills, directives and/or similar documents to properly implement appropriate emergency preparedness procedures. Activities shall maintain liaison with NASMER Disaster Preparedness Officer (DPO) for coordination, guidance and assistance.

5. Action: The contents of this instruction applies to all NASMER departments and tenant commands, acting as a guide for implementing policies and discharging their responsibilities for disaster response and recovery actions.


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Distribution:
NASMERINST 5605.1A
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TABLE of CONTENTS

	<u>PAGE</u>
CHAPTER 1- BASIC CONCEPTS.....	1-1
CHAPTER 2- COMMAND & CONTROL.....	2-1
DCU ORGANIZATION.....	2-2
CHAPTER 3- MAJOR INCIDENTS.....	3-1
AIRCRAFT MISHAP PLAN.....	3-1
MASS CASUALTY PLAN.....	3-4
MAJOR FIRES.....	3-10
HAZARDOUS MATERIALS.....	3-13
TERRORISM.....	3-16
CHAPTER 4- CIVIL DISTURBANCES.....	4-1
CHAPTER 5- DISTRUCTIVE WEATHER.....	5-1
HURRICANE CATEGORIES.....	5-4
HURRICANE BILL.....	5-5
TORNADO BILL.....	5-7
WINTER STORM BILL.....	5-8
EARTHQUAKE BILL.....	5-10
CHAPTER 6- EVACUATION PLAN.....	6-1
EVACUEE DISPERSAL PLAN.....	6-8
PROTECTIVE SHELTERS.....	6-14
PROTECTIVE SHELTER MANAGEMENT PLAN.....	6-16
DESIGNATED SHELTERS.....	6-20
CHAPTER 7- DISASTER RECOVERY PLAN.....	7-1

21 SEP 74

CHAPTER 1

BASIC CONCEPTS

1. General

a. There exists an ever-present possibility, at Naval Air Station, Meridian (NASMER), of disastrous damage from destructive forces. For purposes of this plan, destructive forces include, but are not limited to:

- | | |
|----------------------------------|--------------------------|
| (1) Actions by Hostile Countries | (3) Major Accidents |
| (a) Conventional Warfare | (a) Explosions |
| (b) NBC Warfare | (b) Fires |
| (c) Terrorism | (c) Aircraft Mishaps |
| (2) Forces of Nature | (4) Civil Disturbances |
| (a) Major Storms | (a) Group Demonstrations |
| (b) Earthquakes | (b) Riots |
| (c) Epidemics | (c) Sabotage |

b. NASMER disaster preparedness guidance is directed toward actions required to promote survival of personnel, preservation of resources, and restoration of mission-essential operations following any type of disaster, regardless of cause. All NASMER departments and tenant commands must plan for and provide an effective system of mutual assistance when required, and be flexible enough to provide maximum response to any situation, whether protecting and reclaiming government property or aiding the civilian community.

c. This plan establishes a comprehensive disaster response organization and defines authority, assigns responsibilities for disaster control operations, and supports plans of higher authority. All NASMER departments and tenant commands shall complete the planning steps required by this plan and shall continually review this plan, promptly submitting recommended changes to the DPO, NAS Meridian, Code 00K00.

2. Mission. The disaster preparedness mission at NAS Meridian is to effect disaster control and recovery measures on board NAS Meridian. In carrying out this mission, the Commanding Officer, NASMER will provide the organization, training and plans for disaster response and recovery operations necessary to prevent serious damage and loss of human life. Ways and means for effective and timely response in potential and actual emergency situations must be established and tested in advance of possible disasters. All commands onboard NASMER, regardless of size or mission, shall take appropriate action to participate in the disaster preparedness program, including establishing detailed procedures for carrying out assigned tasks. Procedures shall be

published as checklists and should include positive alert notification and recall bills which will assure that disaster response teams will report for duty under any condition. This plan outlines actions and assigns responsibility for those actions.

4. Priorities

- a. Ensure the continuation of all primary mission capabilities.
- b. Provide assistance to other military activities.
- c. Provide off-station assistance to other federal agencies.
- d. Provide maximum practicable aid to disaster stricken civil communities in compliance with local Mutual Aid Agreements and with strict compliance to reference (c).

5. Assistance to Civil Authorities. This plan further provides guidance and direction for fulfilling Department of the Navy (DoN) responsibilities within the assigned area of responsibility, and provides an orderly means of supplemental assistance to state and local governments in their efforts to prevent loss of human life, prevent damage to valuable government property, alleviate human suffering, and damage which results from natural or manmade disasters.

6. Task. To keep loss of life and property damage at a minimum each NASMER department and tenant command, using this plan as a reference, shall be prepared to conduct emergency and recovery operations.

a. Commanding Officer, NASMER shall:

(1) Assign functional responsibilities for organization of disaster teams.

(2) Appoint additional line/staff officers and supervisory personnel, as considered necessary, for functional control of organizational segments deployed to emergency scenes.

(3) Maintain a current disaster preparedness plan.

(4) Exercise operational control of military aircraft made available for disaster preparedness and recovery in the Meridian area.

(5) Establish an additional duty billet for a Disaster Preparedness Officer to ensure compliance with assigned task and act as the NASMER point of contact for disaster preparedness related matters.

21 SEP 69

b. Commanding Officers/Officers-in-Charge Of Tenant Commands shall:

(1) Assign functional responsibilities and organize teams as described and defined in this plan.

(2) Appoint additional officers and supervisory personnel, as deemed necessary, for operational control of organizational segments deployed to emergency scenes.

(3) Prepare operational bills in support of self recovery.

(4) Obtain and issue equipment and materials for mission critical disaster control and recovery in accordance with current directives.

(5) Make provisions for off-station deployment of disaster control components.

7. Logistics and Administration. Disaster preparedness planning shall provide for the utilization of military and civilian personnel at NAS Meridian. Commanding Officers/Officers-in-Charge of tenant commands are responsible for the training and readiness of the personnel and equipment of Disaster Control Teams (DCT) in accordance with this plan. Operational control of the disaster organization described in this plan will be conducted via the tasked organizations' chain of command. Administration of personnel assigned to DCT's is the responsibility of the parent command.

21 SEP 83

CHAPTER TWO

COMMAND AND CONTROL

1. Organization

a. General. The disaster control operational organization at NASMER known as the Disaster Control Unit (DCU), when activated, shall be under the leadership of the Commanding Officer, NAS meridian. In the absence of CO, NAS the Executive Officer of NASMER shall assume command and in his absence, his designated senior line officer, who is command eligible. NASMER CDO assumes command during interim periods.

b. Disaster Preparedness Staff

(1) Disaster Preparedness Officer - LCDR (NOBC 2715) or DoD civilian with appropriate training/experience.

(2) Deputy Disaster Preparedness Officer-CPO (NEC 9598) or DoD civilian with appropriate training/experience.

c. Elements

(1) The Disaster Control Unit (DCU) shall be organized into 14 functional elements known as Disaster Control Elements (DCE's) and each shall have Disaster Control Teams (DCT's) established within the element. Element Commanders (functional heads, infra) shall be responsible for developing Disaster Control Bills within their respective element and provide the Disaster Preparedness Officer (DPO) with a copy prior to 15 May of each year.

(2) Each Element Disaster Control Bill shall contain, as a minimum:

(a) Disaster Control Team organization

(b) Personnel assignment and recall list

(c) Equipment requirements (shortfalls, if applicable)

(d) Points of interest or concerns covering all phases of disaster preparedness and recovery.

(3) In organizing DCT's, Element Commanders should utilize personnel normally assigned to their respective organizations.

d. Teams. Disaster Control Teams (DCT's) shall consist of the number of qualified personnel considered essential by the

21-0000

Element Commander and will operate within specific functional areas in order to accomplish the task assigned to their respective element.

e. NASMER Disaster Control Unit Organization:

<u>Title</u>	<u>Element Commander</u>	<u>Function</u>
CDCU	CO	Command
DCE-1	Communications Officer	Communications
DCE-2	CBQ Officer	Shelter Personnel
DCE-3	Security Officer	Security
DCE-4	Public Works Officer	Damage Repair & Transportation
DCE-5	Fire Chief	Fire & Hazardous Material
DCE-6	Air Operations Officer	Aircraft/ Ordnance
DCE-7	Environmental Officer	Environmental Protection
DCE-8	OIC, NAVHOSP BRMEDCL	Medical/Dental
DCE-9	Supply Officer	Food Service & Logistics
DCE-10	Public Affairs Officer	Public Affairs
DCE-11	Command Chaplain	Spiritual, Ministries/Morale
DCE-12	SAR Officer	Search/Rescue & MEDEVAC
DCE-13	Staff Judge Advocate	Legal
DCE-14	Director, Family Services	Humanitarian Support

2. Unit and Element Operational Tasking

a. Commander, Disaster Control Unit (CDCU) shall:

- (1) Direct at the Emergency Operations Center (EOC).

- (2) Ensure compliance with this plan.
- (3) Direct recovery operations.
- (4) Make decisions relative to release of information to the public.

b. Disaster Preparedness Officer (DPO) shall:

- (1) Establish, maintain and manage the NASMER EOC.

(a) EOC primary is currently located in Air Operations building #01, the secondary location is building #209, in the event that #01 untenable or the disaster is such that building #01's location is too remote to efficiently manage the disaster.

(b) EOC shall be manned by CDCU, DPO, and disaster specific functional Element Commanders, unless directed to report elsewhere by CDCU. Those in-house Element Control Centers mentioned under each Element Commanders task respectively refer to secondary Centers and should be manned by assigned personnel who will coordinate the efforts of field teams with the Element Commander and CDCU at EOC. Personnel required to report to the EOC should do so within a reasonable time after notification.

(c) Along with other required reports, each Element Commander is required to submit After Action/Lesson Learned reports to the DPO for each disaster in which they have participated. This will assist him/her in keeping this plan current as possible.

- (2) Assist and advise the CDCU in all phases of this plan.

(3) Revise and maintain the NASMERINST 3440.1, Disaster Preparedness Plan as required.

(4) Advise and assist assigned elements regarding implementation of this plan to include organization, acquisition, training and reporting.

(5) Advise the NASMER CO, CNET and CTW-1, on all matters relative to disaster preparedness and control during disaster operations.

(6) In coordination with other elements (e.g. Security, Naval Oceanography Command Detachment, and Civil Defense Authorities), advise CNET, CTW-1 and CO NASMER of impending disasters.

(7) When situations warrant, direct the sounding of the siren warning system; initiate implementation of this plan,

including the recall of disaster preparedness personnel and activate the EOC.

(8) Assist in conducting disaster preparedness inspections.

c. Deputy Disaster Preparedness Officer (DDPO) shall:

(1) Act as DPO in his/her absence.

(2) Direct the physical aspects of EOC setup, including office equipment, status and plotting boards, administrative supplies and communications.

(3) Supervise all administrative functions.

(4) Coordinate with the on-scene Commander during disasters.

(5) Perform other duties assigned during disasters.

(6) Maintain a current recall list of all Element Commanders.

d. Commander DCE-1 (Communications) shall:

(1) Establish a DCE-1 Control Center in building # 01 and a secondary Communications Control Center in building # 209.

(2) Organize, equip, train and direct appropriate DCT's.

(3) Assign qualified personnel to manage and operate communications in the EOC.

e. Commander DCE-2 (Shelter/Personnel) shall:

(1) Establish a DCE-2 Control Center in CBQ.

(2) Organize, equip, train and direct appropriate DCT's

(3) In coordination with Element Commanders of DCE-3, 5, & 7, assist in locating survivors and deceased as follows:

(a) Personal accountability

(b) Survivor registration.

(c) Personnel segregation (deceased vs. injured).

(d) Assist and escort ambulatory survivors to designated rendezvous

21 SEP 1983

(e) Establish, equip, train and assign shelter managers.

(f) Assign personnel to shelters and direct the operation of shelters during disasters.

(4) Maintain a pool of unassigned personnel (survivors) for assignment as requested by CDCU.

(5) In coordination with Element Commanders DCE -10 (Chaplain), initiate notification of next of kin of deceased and seriously injured personnel.

f. Commander DCE-3 (Security) shall:

(1) Establish a DCE-3 Control Center in building # 221.

(2) Organize, equip, train and direct DCT's assigned.

(3) Maintain base security and protect the entire area from intrusion.

(4) Control ingress and egress from the base.

(5) Secure isolated disaster areas.

(6) Control vehicular traffic on base.

(7) Maintain an orderly traffic flow of disaster essential vehicles.

(8) Secure damaged areas to prevent looting and sabotage.

(9) In coordination with Element Commander DCE-7, provide for identification and safekeeping of valuables collected from injured and deceased persons.

(10) In conjunction with base Security Manager, ensure the safeguarding of classified materials brought on base by other military evacuees.

g. Commander DCE-4 (Public Works) shall:

(1) Establish DCE-4 Control Center in building # 229.

(2) Organize, equip, train and direct DCT's assigned.

(3) Provide for servicing and repair of all vehicular equipment.

(4) Provide qualified operators for all heavy industrial equipment assigned.

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(5) In order of priority assigned by CDCU, restore electric, telephone and water services.

(6) In coordination with Element Commanders DCE-2,5 & 7, assist in clearing debris and locating survivors.

(7) Provide emergency electricity for EOC.

(8) Provide emergency shelter and sanitation facilities for survivors.

(9) Schedule and manage transportation requirements for other Element Commanders.

h. Commander DCE-5 (Fire Department) shall:

(1) Establish DCE-5 Control Center in building # 3.

(2) Organize, equip, train and direct DCT's assigned.

(3) Direct all aircraft and structural fire fighting, hazardous materials and confined space rescue operations.

(4) In coordination with Element Commanders DCE-2,3,4 & 7 assist in locating deceased, rescuing survivors, and providing emergency medical service.

i. Commander DCE-6 (Air Operations Officer) shall:

(1) Establish DCE-6 Control Center in building # 01.

(2) Organize, equip, train and direct DCT's assigned.

(3) Direct the handling of all explosives.

(4) Assist DCE-5 Commander in suppression of explosions and fires.

(5) Provide electronic maintenance of communications equipment in EOC.

(6) Coordinate the movement of all aircraft located on NASMER.

j. Commander DCE-7 (Environmental Officer) shall:

(1) Establish DCE-7 Control Center in Environmental office building.

(2) Organize, equip, train and direct efforts of assigned DCT's.

(3) Conduct survey of suspect areas, equipment, and personnel to determine levels of contamination.

(4) Isolate contaminated areas and personnel.

(5) In coordination with DCE-5 Element Commander assist with decontaminating personnel and equipment.

(6) Direct efforts to isolate, mitigate, contain and clean-up hazardous waste spills.

k. Commander DCE-8 (Medical) shall:

(1) Establish DCE-8 Control Center in building # 367.

(2) Organize, equip, train and direct operations of medical teams.

(3) Coordinate with DCE-2, 4, & 5 in locating deceased and rescuing survivors.

(4) Establish a field emergency medical aid station at the disaster site and coordinate ambulance support, including local ambulance service providers.

(5) Triage and catalog survivors and direct their segregation for further treatment.

(6) Evacuate survivors to BRMEDCL or local hospital for treatment.

(7) Perform required mortuary duties and maintain identification records.

(8) Coordinate with Element Commander DCE-3 to identify and provide for safekeeping of valuables collected from injured and deceased persons.

l. Commander DCE-9 (Supply Officer) shall:

(1) Establish DCE-9 Control Center in building # 224 or 99.

(2) Organize, equip, train and direct the operations of DCT's assigned.

(3) In coordination with all other Element Commanders, provide equipment requirements for the establishment of Disaster Control Teams.

(4) Provide emergency equipment, supplies, and materials to control centers listed in this section and other locations as necessary during disasters.

(5) Provide food and water services during disasters and recovery operations.

m. Commander DCE-10 (Public Affairs Officer) shall:

(1) Establish DCE-10 Control Center where most appropriate to receive the media and disseminate information.

(2) Develop policies regarding the release of information to the public.

(3) Advise the CDCU on all matters concerning public affairs.

(4) Manage the release of information to the public.

n. Commander DCE-11 (Spiritual/Ministry) Chaplain shall:

(1) Establish DCE-11 Control Center in building # 211.

(2) Provide Chaplain services as required.

(3) Organize, equip, train and direct efforts of RP's and other assigned DCT's.

(4) Assign Chaplains to the disaster area to provide for spiritual guidance.

(5) In coordination with DCE-2, assist in notifying next-of-kin of deceased and seriously injured and assist with personnel welfare and morale.

o. Commander DCE-12 (SAR/MEDEVAC) shall:

(1) Establish DCE-12 Control Center in building # 01.

(2) Direct, organize equipment and supervise DCT's assigned for Search and Rescue and emergency Medical Evacuation, or as assigned.

p. Commander DCE-13 (Legal) shall:

(1) Establish a DCE-13 Control Center in building # 200.

(2) Provide legal support to CDCU.

(3) Dispatch a team to accident/disaster sites involving civilian property.

q. Commander DCE-14 (Humanitarian Support) shall:

(1) Establish a DCE-14 Control Center in building # 405.

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(2) With assistance from all DCE Commanders and key representatives, identify crisis and/or PTSS (post traumatic stress syndrome) victims and their support needs.

(3) Provide crisis intervention, counseling, family support, information coordination and referrals for financial, legal, shelter, substance and medical assistance to disaster or crisis victims or evacuees.

CHAPTER THREE

MAJOR INCIDENTS

1. General. This is guidance for planning response to major incidents. Major incidents include aircraft mishaps, fires, explosions, large chemical releases, terrorism, bomb threats and any event which causes or has the inherent ability to cause mass casualties. Priorities shall be established based on operational requirements and will include life saving, protection of property (personal or governmental), operational mission, and recovery.

2. Aircraft Mishap Plan

a. Purpose. To establish procedures for NASMER disaster control and logistics support to the Aircraft Mishap Board (AMB) at mishap site(s).

b. Background. NASMER is responsible for providing initial emergency response and on-going logistics support to the AMB investigation team. Response to off-station mishaps is the same as for on-station mishaps, except for the coordination with civil authorities, which will be conducted by NASMER DPO, Fire Chief, and Security Officer in accordance with mutual support agreements.

c. Command and Control

(1) The Fire Chief, via the Incident Command System, shall have full authority over the danger area from the time of his arrival to the time he issues an "ALL CLEAR" report to the On-Scene Commander (OSC).

(2) The senior line officer present acts as the initial OSC until relieved by the cognizant Aviation Safety Officer/Senior Board Member of the investigation team. (The OSC should wear an orange reflective vest for ready identification).

(3) The NASMER DPO will coordinate and control all request for logistic support supplied by NASMER Disaster Control Elements and departments or civil authorities.

d. Responsibilities

(1) NASMER Disaster Preparedness Officer shall:

(a) Proceed immediately to the mishap site and establish communications with the EOC.

21 SEP 83

(b) Identify and contact the OSC for instructions.

(c) Predetermine and request ongoing logistic support for the health, welfare, and comfort of response teams.

(2) NASMER Deputy Disaster Preparedness Officer shall:

(a) Immediately man EOC and establish communications with DPO.

(b) Contact NASMER disaster control elements and departments for support as directed by the DPO.

(c) Keep CDCU informed on status at mishap site.

(3) DCE-2 shall relocate to EOC.

(4) DCE-3 shall:

(a) Immediately dispatch initial security response team to mishap site and establish security perimeters as appropriate.

(b) Initiate recall of the ASF as required.

(c) Ensure security of all aircraft parts.

(d) Control and record access at security perimeters.

(e) Provide continuous security watches as long as required.

(5) DCE-4 shall:

(a) Dispatch an accident survey team to the mishap site as soon as possible.

(b) Provide support as requested by the DPO, which may include portable generators, floodlights, leasing of portable toilet facilities and pest control measures

(6) DCE-6 shall:

(a) Initiate recall of qualified weapons personnel and proceed to mishap site.

(b) Identify and mark unexploded ordnance.

(c) Inform OSC, Ground Safety Officer and Security Officer of location of unexploded ordnance.

(d) Arrange transportation for EOD team from Hattiesburg, MS., as required.

(e) Inform OSC, Ground Safety Officer and Security Officer when ordnance has been disarmed.

(f) In coordination with DCE-4 & 5, provide qualified personnel and equipment for salvage, and coordinate transportation of aircraft wreckage to hanger designated by the OSC.

(7) DCE-7 shall:

(a) Provide personnel, equipment and coordination for isolation, abatement, control and containment of hazardous waste spills and/or contamination.

(b) Provide same for assisting DCE-5 with decontaminating personnel and equipment.

(c) Assist in identifying, and providing a risk assessment to the OSC, of any hazardous materials/waste which may adversely effect personnel, equipment, and/or the environment.

(8) DCE-8 shall:

(a) Provide medical response as required.

(9) DCE-9 shall:

(a) Provide rations for response personnel as required by the DPO.

(b) Provide further support as required by the DPO, examples of which may include: flashlights, foul weather jackets, associated gear, fuel for light carts and portable generators.

(10) DCE-10 shall:

(a) Field all request for information from news media.

(b) Ensure members of the news media remain clear of the emergency and investigation efforts and aircraft wreckage.

(c) Prepare news release in coordination with OSC.

(11) DCE-11 shall:

21 FEB 82

(a) Immediately dispatch appropriate team members to mishap site.

(12) DCE-12 shall:

(a) Standby at DCE-12 Control Center in the event SAR resources are required.

(b) Conduct aerial reconnaissance of mishap site and provide OSC with status report as requested.

(13) DCE-13 shall:

(a) Respond to mishap sites involving civilian property.

(b) Ensure legalities are understood by OSC.

(c) Conduct legal mitigation with landowners as required.

(14) DCE-14 shall:

(a) Relocate to EOC.

(b) Ensure appropriate staff mans DCE-14 Control Center to provide stress debriefing and counseling as necessary.

3. Mass Casualty Plan

a. Purpose. To coordinate Disaster Control Elements for initial management of mass casualties after a disaster, and to specifically delineate the minimum requirements for medical team composition for response to mass casualty situations.

b. Background. In order to minimize trauma, provide adequate transportation and achieve timely casualty accounting, procedures must be established for initial management at the disaster site(s).

c. Situation. Mass casualty is the possible aftermath of any natural or man-made disaster. Incidents which Disaster Control Elements are required to respond may occur on or off base and may consist of casualties/fatalities.

d. Logistics. Composition of medical elements and support teams shall be activated when the number of casualties exceed 14. The following are minimum personnel requirements for individual medical teams forming this Element:

21 SEP 1990

(1) Forward Triage

(a) Medical Officer (Leader of medical team and casualty evacuation coordinator)

(b) Physician assistant/ EMT (1)

(c) Hospital Corpsman (HM) (4)

(d) Dental Technicians (2) to augment corpsmen

(2) Litter Bearer Team

(a) USMC NCO's (MATSG) (5, first aid trained)

(b) Naval Technical Training Center (NTTC) student (20)

(3) Ambulance Team (4 crews)

(a) Driver, EVOC qualified (1)

(b) Hospital corpsman EMT (1)

(4) Mortuary Team

(a) Dental Officer (1)

(b) Non-medical personnel (duty section) (6)

e. Command and Control

(1) If the disaster is on military property;

(a) The initial On-Scene Commander shall be the senior line officer at the disaster site. The OSC shall be responsible for overall coordination at the scene and for effecting communications with the EOC.

(b) As soon as is practical, the duties of the initial OSC shall be assumed by an officer designated by the Commanding Officer.

(c) In the event of fire or explosion at the disaster site, the Fire Chief, via the Incident Command System, shall have full authority over the danger area from the time of his arrival to the time he issues an "All Clear" report to the OSC. The OSC retains authority outside the danger area, even during the period of danger.

21 SEP 1990

(2) If the disaster is not on military property, assistance will be sort from civilian authorities per existing mutual aid agreements.

(a) The naval officer acting as OSC of naval forces shall be responsible for overall coordination of all naval forces at the disaster site.

(b) In the event of a fire or explosion at the disaster site, the City/County Fire Chief, as appropriate, shall have full authority over the danger area from the time of arrival of fire suppression forces to the time he/she issues an "All Clear" report to the OSC.

(c) The OSC of naval forces shall ensure his actions are coordinated with the Incident Commander at the scene.

f. Responsibilities

(1) Commanding Officer, NASMER shall:

(a) Activate the EOC and coordinate all operations in support of recovery.

(b) Designate the OSC.

(c) Determine the appropriate level of military response to a mass casualty situation in the civilian community.

(2) Disaster Preparedness Officer, NASMER shall:

(a) Dispatch DDPO in a Mobile Command Post to the scene and establish communications with the EOC.

(b) Request assistance via MATSG and NTTC quarterdecks for Marine NCO and student aide for litter bearer teams.

(c) Request assistance via NASMER quarterdeck for a 15 person working party (six to be employed for mortuary team and nine for duty driver assignments). Vehicles shall be dispatched as follows:

1. One bus and two pickup trucks to the front of building 394 for transport of medical teams and equipment to scene.

2. One bus to the northeast corner of the parking lot in front of building 330 for NTTC students and the northeast corner of parking lot in front of building 302 for MATSG NCO's.

21 SEP 88

3. Three 2½ ton trucks to the scene.

4. Two buses on standby for use as needed.

(d) Coordinate with the local Director of Emergency Management for off-station disasters in accordance with mutual support agreements.

(e) Keep the EOC informed on the status at the scene at all times.

(3) DCE-2 shall:

(a) Relocate to the EOC

(b) Provide three administrative assistants for assignment to the field station and mortuary teams of the medical element.

(c) Ensure timely initiation of notification of next-of-kin.

(d) Ensure privacy of information concerning casualties.

(e) Provide other administrative support as required.

(4) DCE-3 shall:

(a) Establish security perimeters around scene as appropriate.

(b) Provide adequate traffic control for ingress and egress of emergency transportation at the scene.

(c) Dispatch two Security Officers to the morgue to take custody of personal effects for safekeeping.

(d) Initiate recall of the ASF as needed.

(e) Coordinate with civilian law enforcement agencies in off-station disasters in accordance with mutual support agreements.

(5) DCE-4 shall:

(a) Provide vehicles for transportation and movement of recovery teams, equipment and casualties. In order to

21 SEP 83

facilitate recovery operations in the event of an actual disaster, immediately make available the following vehicles:

1. Four large buses
2. Three covered 2 ½ ton trucks
3. Two ½ ton pickup trucks
4. One wrecker/tow truck

(b) Maintain an inventory of buildings appropriate for use as temporary morgues. The morgue shall be suitably removed from the disaster site and open to the mortuary team. Notify the Branch Medical Clinic representative at the EOC of the site selected.

(c) Provide engineers as required by EOC.

(6) DCE-5 shall:

(a) Ensure structural integrity of damaged buildings prior to permitting entrance of medical teams. Should structural integrity be so poor as to further endanger personnel, immediately request engineering assistance from the OSC.

(b) Coordinate with civilian fire officials in off-station disasters in accordance with existing mutual support agreements.

(7) DCE-6 shall:

(a) Coordinate aerial support, such as SAR, reconnaissance or MEDEVAC, as required.

(b) Ensure the availability of communications support personnel.

(c) Authorize the use of air assets at CDCU's request

(d) Coordinate the use of ordnance personnel at the mass casualty site.

(e) Send line personnel to the disaster site to assist in ground handling of aircraft as well as to ensure the safe management of personnel in the area of helicopter operations.

(8) DCE-7 shall:

(a) Ensure, by surveying, to what extent there has been contamination to the area.

21 SEP 1983

(b) Assist in decontaminating the area

(9) DCE-8 shall:

(a) For both medical and non-medical personnel arriving at the designated muster point, establish an effective plan for organizing appropriate teams and parties and dispatching them as expeditiously as possible to the disaster scene. Records will be kept of the arrival times of each member, the times each team was dispatched, and all other significant events.

(b) Maintain sufficient nonperishable medical supplies on hand to support field relief for up to 100 casualties for 24-hours.

(c) Ensure the expeditious operations of Field Station.

(d) Ensure that, when the EOC is activated, a medical representative is present to advise on medical aspects of disaster recovery on board NASMER.

(10) DCE-10 shall:

(a) Prepare news releases, ensuring privacy is maintained on the identification of casualties.

(b) Ensure members of the media remain clear of the disaster scene.

(c) Ensure all news releases (local and national) are coordinated through the appropriate Department of the Navy (DoN) officials.

(11) DCE-11 shall:

(a) Provide two Chaplains and one RP to the field.

(b) Provide appropriate number of Chaplains or RP's to accompany injured personnel in buses.

(c) Coordinate with DCE-2 in casualty accounting and notification of next-of-kin.

(d) Coordinate with local relief organizations as appropriate.

(12) DCE-14 shall:

21 SEP 83

(a) Relocate to the EOC and initiate a Crisis Humanitarian Action Plan.

(13) OIC, Naval Dental Clinic Det, NASMER shall:

(a) Activate the NAVDENCLDET recall bill as directed by the CDCU.

(b) Provide dental support for identification of casualties.

(c) Provide personnel, including Administrative and Dental Officer, for mortuary team.

(d) Provide other assistance as required.

4. Major Fires

a. General. Fire poses a major safety hazard. Location and construction of station buildings limits fire spread potential. However the possibility exists for a number of scattered fires, starting at the same time from such sources as explosions or lighting strikes. The amount of bulk fuel (aviation and automotive) used, transported on and stored at NASMER presents a major fire potential. Further the extensive wooded areas within and surrounding NASMER presents potential for large scale forest fires during any dry period. Activation of this plan for major fire threats will ease evacuation of threatened personnel and will assist in the organization of resources for fighting fires and protecting personnel and property.

b. Background

(1) Classifications of Fire

(a) Class A. Fire of ordinary combustibles (wood, paper, fabric etc.). Extinguisher: Water

(b) Class B. Fires of flammable liquids and greases (oils, gasoline, paint, etc). Extinguisher: A blanketing application of AFFF or dry chemical.

(c) Class C. Fires in electrical equipment/electronic components (motors, control panels, wiring, computers etc). Extinguisher: Use a non-electrical conducting agent, such as halon or carbon dioxide.

(d) Class D. Metal fires of high heat and low flame intensity. Most often incurred in/on crashed aircraft

21 SEP 1993

(magnesium, titanium, uranium, composites, etc.). Extinguisher: High velocity fog from a sheltered vantage (most of these fires are self perpetuating, therefore this application will not extinguish, rather controls and confines fire to a specific area until metal depletes its own oxygen). CAUTION: Minor explosions may occur.

c. Concept of Operations

(1) Structural Fire

(a) Evacuate personnel from the hazard area by activating fire alarm pull stations located in the buildings, street pull boxes or word-of-mouth. Confine hazard by closing windows and doors.

(b) Notify the NASMER Fire Department at telephone ext. 3333/3334 (base housing residents must dial 679-8888). Provide exact location, including building number.

(c) Upon their arrival direct fire department personnel to the scene.

(2) Forest Fire

(a) After normal working hours, NASMER CDO notifies DCE's 3,4,5, and NASMER Forester.

(b) NASMER CDO initiates recall of DPO as directed by CO/XO.

(c) After airfield operating hours, NASMER CDO initiates recall of SAR personnel, ODO, and four Air Traffic Controllers.

(d) When directed, the Fire Department Alarm Room Operator notifies the Lauderdale County Forestry Service. Operator shall also request additional wildland fire equipment as directed by the OSC.

d. Logistics

(1) When directed by NASMER CO/XO/CDO (CDCU), NTTC CDO shall muster 50 personnel at Building #330 parking lot to act as auxiliary fire crews.

(2) While a major fire may curtail some base operations, many routine functions will continue, which precludes a commitment of all the base professional firefighters, therefore commander DCE-5 may be required to recall off-duty personnel to augment and direct the efforts of auxiliary fire crews.

21 JUN 83

e. Command and Control

(1) The Fire Chief, via the Incident Command System, shall have full authority over the danger area from the time of his arrival until he issues an "ALL CLEAR" report to the OSC.

(2) The senior line officer present at the scene acts as the initial OSC until relieved by the OSC designated by NASMER CO/XO/CDO (CDCU).

f. Responsibilities

(1) Disaster Preparedness Officer, NASMER shall:

(a) Proceed directly to the incident site and establish communications with the EOC.

(b) Identify and contact the OSC for instructions.

(c) Predetermine and request ongoing logistical support

(2) Deputy Disaster Preparedness Officer, NASMER shall:

(a) When directed, activate and standby at the EOC, and establish communications with the DPO.

(b) Contact NASMER disaster control elements and departments for support as directed by DPO.

(c) Keep CDCU informed on status at incident site.

(3) DCE-3 shall:

(a) Establish security perimeters around scene as appropriate.

(b) Initiate recall of the ASF as required.

(c) Control and record access at security perimeter

(d) Ensure adequate traffic flow of incident essential vehicles

(4) DCE-4 shall:

(a) Provide vehicles for transporting auxiliary fire crews and equipment.

330

1. One large bus to the parking lot of building

2. Two large stake body trucks.

(b) Provide other support as requested by DPO, which may include portable generators, floodlights, portable toilet facilities and pest control.

(5) DCE-5 shall:

(a) Coordinate all fire suppression/control efforts; confer with NASMER Forester when wild land fire is involved.

(b) Ensure the structural integrity of effected buildings prior to allowing medical and rescue teams to enter.

(c) Initiate recall of off-duty firefighters as necessary.

(d) Request heavy equipment (bulldozer, crane, plow etc.) as needed.

(6) DCE-6 shall:

(a) Coordinate aerial support, SAR, reconnaissance, or MEDEVAC, as required.

(b) Authorize deployment of air assets

(c) Ensure the availability of communications support personnel at disaster site and the EOC.

(7) DCE-8 shall:

(a) In coordination with the OSC, provide an emergency medical team at the disaster site.

(b) Maintain sufficient nonperishable medical supplies on hand to support field relief.

(c) When the EOC is activated, dispatch a representative to the EOC to advise on medical aspects of disaster recovery onboard NASMER

5. Hazardous Materials

a. Chemical Releases and Oil Spills

(1) General: Because NASMER has facilities and operational activities that store and transfer oil, it is required to implement a Spill Prevention, Control and Countermeasures Plan (SPCCP). The SPCCP, regulated by the EPA, is meant to establish procedures, methods, and requirements and to recommend equipment to prevent the discharge of oil/chemicals from non-transportation related onshore and offshore facilities which, due to their location, could reasonably be expected to discharge into or upon the navigable waters of the U.S. or adjoining shorelines.

b. Facility Response Plan

(1) NASMER has a basewide Facility Response Plan (FRP) to ensure prompt, efficient coordination and response should the SPCCP containment measures fail and a spill occur. The FRP also addresses base hazardous substances, including storage locations and response actions.

c. Command and Control

(1) All spills and hazardous material releases at NASMER are reported to the NASMER Fire Department. The Fire Department is responsible for implementing the FRP. Fire Department personnel are adequately trained and equipped to isolate, mitigate and control most types of hazardous materials incidents and are therefore, the first responders summoned.

d. Responsibilities

(1) DCE-3 shall:

(a) Provide continual surveillance of the spill/release area to ensure entry of only emergency response personnel

(b) Ensure unfettered access of emergency essential vehicles.

(c) Establish, control and physically secure the perimeters of the disaster area and record access to the area.

(d) Contact the Fire Department and without subjecting Security personnel to contamination, provide as much identification information as possible.

(e) In coordination with DCE-5, provide escort for leaking tanker trucks.

21 SEP 1999

(f) Recall ASF as required.

(2) DCE-5 shall:

(a) Respond to, combat and secure all hazardous materials incidents.

(b) Dispatch a Fire Inspector to the gate for thorough inspection when DCE-3 calls to report a fuel truck that needs their visual inspection. Reject entry or direct/escort to designated parking area.

(c) Escort leaking tanker trucks to the Public Works Transportation garage for off-loading fuel in an emergency.

(d) Dispatch a HazMat Operations Team (HMOT) to absorb spilled fuel.

(e) Escort defective tanker back to main gate and complete cleanup when the vehicle has been determined safe to travel.

(f) Report spills/releases to DCE-7.

(3) DCE-7 shall:

(a) In coordination with DCE-5 ensure implementation of the FRP.

(b) Survey the effected area to determine the extent of contamination.

(c) Provide technical advise on isolation, mitigation and control of release/spill.

(d) In coordination with DCE-5, assist with the decontamination of personnel and equipment.

(4) DCE-8 shall:

(a) Provide appropriate field medical support.

(b) In coordination with DCE 3 & 5 assist in locating and rescuing deceased and injured personnel.

(c) Ensure that, when the EOC is activated, a medical representative is present at the EOC to advise on medical aspects of disaster recovery onboard NASMER.

(5) DCE-9 shall:

21 SEP 93

(a) In coordination with, and to support the efforts of applicable DCE Commanders, provide emergency equipment, supplies and material.

(b) Provide food services during the disaster to responding DCT's.

6. Terrorism

a. General: Terrorism, as defined by the FBI, is "the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives." Terrorist groups include, but are not limited to: ethnic separatist and emigre groups, radical organizations, anti-authority, foreign terrorist organizations and issue-oriented groups etc. Targets may include: civilian or military government installations, industries that are part of the military-industrial complex, institutions that support the above infrastructure components (i.e. finance, transportation, communications, utilities) explosive magazine storage facilities, etc.

b. Authority: In June 1995, the White House issued Presidential Decision Directive 39 (PDD-39), United States Policy on Counterterrorism. PDD-39 directed a number of measures to reduce the Nation's vulnerability to terrorism, to deter and respond to terrorist acts, to strengthen capabilities to prevent and manage the consequences of terrorist use of nuclear, biological, and chemical (NBC) weapons, including weapons of mass destruction.

(1) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 authorizes the Federal Government to respond to disasters and emergencies in order to help state and local governments save lives, and to protect public health, safety and property.

c. Command and Control

(1) For any situation involving a terrorist threat onboard NASMER, DCE-3 shall have full authority over the danger area from the time of his arrival until he issues an "ALL CLEAR" report to the OSC.

(a) The senior line officer present acts as the initial OSC until relieved by an OSC designated by CDCU.

21 SEP 1993

(b) The NASMER DPO shall coordinate and control all request for logistical support.

(c) The DCE-3 Element Commander, in concert with the DPO, shall coordinate response and recovery strategies and tactics with local civilian law and emergency management officials.

(2) If the terrorist threat occurs on non-military property, the civilian authorities have responsibility for disaster response and recovery. Upon request from local civilian law and/or emergency management authorities, CO NASMER may dispatch select emergency response teams to assist.

d. Bomb Threat. If a situation involving a bomb threat occurs onboard NASMER, the CDO shall promptly notify the DCE-3 Commander (Security Officer).

(1) DCE-3 Commander shall:

(a) After ascertaining the validity of the threat, physically secure the perimeter around threatened area.

(b) Make every effort to locate the bomb.

(c) Control access to the threat area.

(d) Contact and seek the assistance of the Explosive Ordnance Disposal (EOD) team located in Hattiesburg, MS.

(e) Ensure that radio communications are well outside the required "HERO" separation distances.

21 SEP 89

CHAPTER FOUR

CIVIL DISTURBANCES1. Purpose

a. To prevent injury to naval personnel, protect naval property, and provide military support to civil authorities, when authorized, for coping with civil disturbances.

b. To disseminate general guidelines and delineate action responsibilities.

2. Discussion

a. Civil disturbances may be in the form of riots, demonstrations, civil disobedience, picketing, passive resistance, or any other disturbance prejudicial to public law and order. When a civil disturbance occurs on NASMER, or off the station and interferes with the military mission of the station or threatens naval personnel or property, or when military assistance is requested by civil authorities, the guidance provided by this plan applies. Because civilian personnel over whom the Department of the Navy (DoN) has no jurisdiction are and since the participants in this type of activity are intent on capitalizing upon any alleged act of violence, force exerted upon them by DoN or its representatives, precautions are necessary in action taken regarding duals.

of Operations

11 disturbances occurring on NASMER will not be

The Security Officer will prevent or quell such

3. In the event regular forces are insufficient to cope with a situation, the Security Officer shall advise the CO and ASF to be equipped and briefed on the existing situation. 4. The Security Officer shall employ the ASF in the manner dictated by the prevailing circumstances. The members of the station will not be issued ammunition or riot control agents without authorization from the CO, NASMER. Participating civilians taken into custody as a result of their actions in a disturbance will not be "arrested", but may be detained for civil authorities. Military and DoD civilian personnel engaged in such disturbances are subject to disciplinary

5. 11 disturbances outside, but in the immediate vicinity of the station which threaten personnel or property on the station.

21 SEP 69

The CO, NASMER shall request civil authorities to provide protection for the station. If civil authorities are unable, fail, or refuse to provide the necessary protection and the disturbance presents an immediate serious threat to persons or property on the station, the CO may direct the Security Officer to employ required forces off station for the purpose of protecting the station. Permission to employ naval forces will first be obtained from the Chief of Naval Operations through the Commander, Naval Base Jacksonville, via CNET if the situation permits.

c. Civil disturbances not in the immediate vicinity of NASMER, but which endanger naval personnel or property, or unduly interfere with essential naval functions. The CO shall request civil authorities to provide required protection. If civil authorities are unable, fail, or refuse to provide the necessary protection, CNET and Commander, Naval Base Jacksonville, will be notified. The CO NASMER shall not utilize military forces off station in this situation without prior permission of the Chief of Naval Operations, unless the situation does not allow sufficient time to obtain such permission and serious bodily harm to naval personnel or extensive damage to valuable naval property is imminent, or the failure to protect naval property might seriously endanger public safety. Naval forces used in this situation shall not perform law enforcement functions such as the suppression of the disturbance, the arrest or detention of civilians, or the establishment of law and order, but will limit their efforts to protecting naval personnel and property or removing obstructions to the naval mission.

d. Civil disturbances in the local area which become a public calamity, described as those situations which:

(1) Will inevitably result in loss of life and/or destruction of valuable government property.

(2) Available civil authorities have lost power to act effectively.

(3) The emergency is too dangerous to await instructions from higher authority. In these situations, the CO NASMER should take actions as circumstances reasonably dictate, and immediately report such action, in full detail, to CNO.

e. Civil disturbances in which civil authorities request use of naval facilities, personnel, equipment and supplies.

(1) Group One. Personnel, arms, ammunition, automotive equipment and aircraft.

21012 009

(2) Group Two. Riot control agents and other like military equipment employed in controlling civil disturbances and not included in Group One.

(3) Group Three. Fire fighting resources, personnel protective equipment (gas mask, helmets, body armor vest, equipment not included in Groups One or Two communications equipment and searchlights) and use of naval facilities.

4. Action

a. CO, NASMER shall:

(1) Activate the functional Disaster Control Elements responsible for accomplishing task during response to civil disturbances.

(2) Direct the deployment of rescue, medical, and fire fighting teams off station when, in his judgment, their services become necessary for humanitarian reasons.

(3) Request approval of Commander, Naval Base Jacksonville, Regional Planning Agent (RPA), via CNET to deploy forces other than medical, rescue and fire fighting teams off station.

(4) Refer request for assistance received from civilian sources to Commander, Naval Base Jacksonville, via CNET for approval.

(5) Advise local civil authorities as necessary.

(6) During a public calamity, take such immediate action as the circumstances reasonably dictate and immediately report such actions, in full detail, to CNO via the RPA.

(7) Authorize issue of ammunition and riot control agents if considered necessary.

b. CDO/OOD, upon receipt of information of civil disturbance, shall immediately notify the initial response elements by calling:

(1) Officer of the Day/Command Duty Officer (as appropriate)

(2) Security Officer/DoD Chief of Police

(3) Security Shift Supervisor

(4) Fire Chief

21 SEP 83

- (5) Disaster Preparedness Officer
- (6) Staff Judge Advocate
- (7) Public Affairs Officer
- (8) OIC, Branch Medical Clinic
- (9) Ground Electronics Officer
- (10) Duty Photographer
- (11) CNET Staff Duty Officer

Notified for standby purposes:

- (12) (Duty Chaplain)
- (13) (Chief Master-at-Arms)
- (14) (Comptroller)

c. CDO shall:

(1) Notify the Commanding Officer and Executive Officer immediately after the civil disturbance has been identified, and if on station, submit the OPREP-3 NAVY BLUE voice/telephone and follow-up message per OPNAVINST 3100.6 (series).

(2) Make a full report of the incident to the CO, NASMER after the situation is stabilized.

d. Security Officer shall:

(1) Take immediate action to control disturbances on station and initiate recall of ASF.

(2) In coordination with the local NIS agents, turn civilian participants who have violated federal law over to Federal law enforcement officials.

(3) Apprehend military personnel for appropriate action when they have violated military laws.

(4) When a civil disturbance in the immediate vicinity of the station threatens persons or property on the station:

(a) Close all gates to the station at the direction of CO, NASMER.

21 SEP 1993

(b) Man any perimeter deemed necessary to maintain the security of the station.

(c) Require all persons to properly identify themselves prior to entering the station.

(d) Detain and turn over to Federal law enforcement authorities any persons who gain unauthorized entrance to the station or who persist in seeking entrance.

(5) Employ security forces off station only when directed by CO, NASMER.

(6) Request additional military personnel and equipment, when required, from the Disaster Preparedness Officer.

(7) When naval forces are employed off-station, ensure they are not used to enforce local, state, or federal laws.

(8) Provide required training for ASF personnel.

e. Staff Judge Advocate shall:

(1) Provide the CO, OSC and Security Officer with legal advice pertinent to the situation.

(2) When naval equipment or material is loaned to civil authorities, ensure a written loan agreement and cash bond are properly executed and processed.

(3) Contact and coordinate with the U.S. Federal Magistrate.

f. Disaster Preparedness Officer shall:

(1) Act as advisor to NASMER CO.

(2) Coordinate request from Security Officer for additional military personnel and equipment.

(3) Coordinate with Civil Defense, if required.

(4) Provide Mobile Command Post and DPO representative to SC.

g. Public Affairs Officer shall:

7-1-78

(1) Provide photographic and news coverage of civil disturbances off station in which station resources are employed.

(2) Coordinate proposed news releases with PAO and Commander, Naval Base Jacksonville.

h. Naval Investigative Service shall:

(1) Coordinate with local civil and Federal law enforcement agencies and keep the Security Officer informed of coordination efforts.

i. OIC, Branch Medical Clinic shall:

(1) Coordinate the deployment of medical teams for assistance off station when authorized by higher authority.

(2) Be prepared to provide ambulance service to the scene when the civil disturbance occurs on station.

(3) Provide two additional medical Corpsman for on-scene first aid support during on-station civil disturbances.

j. Ground Electronics Officer shall:

(1) Provide at least nine hand-held (portable) radios programmed to Security Net at the scene for Security force personnel use.

k. Duty Photographer shall:

(1) Report to Mobile Command Post and await instructions from OSC.

l. Fire Chief shall:

(1) Report to Mobile Command Post and await instructions from OSC when the civil disturbance is on station.

(2) Coordinate the deployment of fire fighting teams for assistance off station when authorized by CO, NASMER.

m. Comptroller shall:

(1) Be responsible for compiling charges and collecting for services and materials provided by NASMER on a reimbursable basis.

n. Chaplain, Safety Officer, Chief Master-at-Arms shall:

21 SEP 83

(1) Standby at their respective recall spaces when the civil disturbance occurs on station.

o. Other Personnel shall

(1) Upon receipt of information from any source that NASMER may be subjected to a possible civil disturbance, notify the NASMER OOD or CDO immediately.

5. Coordination

a. Naval personnel employed in a civil disturbance, on or off station, shall use only the amount of physical force necessary to accomplish the task.

b. All costs incurred as a direct result of a civil disturbance, which would not have otherwise been incurred, shall be reported to the Comptroller.

c. When a civil disturbance occurs in the local area, movement of naval personnel and equipment within that area shall be reduced to that which is absolutely necessary.

6. Forces Employed

a. Personnel

(1) Initial forces shall be the assigned military and civilian security forces under the Security Officer.

(2) The ASF shall augment the initial force, when directed by the Security Officer.

(3) In the event that additional personnel are required, the CO will request assistance from the RPA via CNET. Under no circumstances will untrained personnel be employed for purposes of riot control.

b. Equipment

(1) Fire trucks and fire fighters shall be utilized by the OSC and Security Officer, when feasible, in accordance with riot control tactics.

c. Supplies

(1) The Security Officer and Weapons Officer shall retain adequate supplies of arms, ammunition, and riot control agents for Security forces and ASF respectively.

7. Loan Agreements

a. The loan of naval equipment and/or property to civil authorities, when authorized, shall be covered by a written loan agreement and the posting of a cash bond upon receipt.

8. Command Relations

a. Under no circumstances will U.S. Naval Forces (military or DoD civilian) be placed under the command of civilian authorities or state military or militia commanders.

9. After Action Report

a. Units committed to a civil disturbance shall submit after-action reports or provide input as required by the task force commander. A copy of the unit report or input will be submitted via the chain of command to CNO/CMC, as appropriate.

(1) Reports (DD-A(AR)1112(3440) shall be prepared in letter format with the subject: "After-Action Report-Civil Disturbance Operation" (inclusive dates of beginning and termination of operation). The text of the report will be arranged as follows:

(a) Section I, Significant Activities. This section shall be historical in nature and will contain a narrative of important activities beginning with the event(s) precipitating the civil disturbance and include planning and preparations for the operation, deployment, actual conduct of operations and re-deployment.

(b) Section II, Problem Areas/Lessons Learned. This section will address each problem area or lesson learned incident to the operation as a separate item in paragraph headings Observation, Discussion, Recommendation/Action should be divided into functional groups under the headings as follows:

1. Personnel
2. Operations (including planning and preparation)
3. Training; Intelligence
4. Logistics; Organization
5. Other

(2) Commanders submitting reports should emphasize shortcomings and successes and indicate the need for change in doctrine, training, techniques, or procedures.

7 SEP 73

CHAPTER FIVE

DESTRUCTIVE WEATHER

1. Natural Disasters

a. General. Uncontrollable forces of nature can cause disaster which disrupt essential operations by endangering lives, destroying facilities and generally creating chaos. Disasters which interfere with the continuance of NASMER missions are extensive and therefore indirectly affect national security. The Regional Planning Agent (RPA), COMNAVBASE Jacksonville, has designated Chief of Naval Education and Training (CNET) as an area coordinator within the region. Accordingly, CNET's area of responsibility is known as Area "Charlie" and is tasked with setting tropical cyclone conditions of readiness within Area "Charlie". The Commanding Officer, Naval Training Meteorology and Oceanography Facility (NAVTRAMETOFCAC), Pensacola is responsible for preparing and disseminating destructive weather warnings and recommendations in Area "Charlie". NASMER is located in Area "Charlie" (sub-region C4).

b. Action. Timely and effective action by all departments and tenants to minimize the possibility of damage to facilities or bodily harm to personnel cannot be over emphasized, nor can the importance of rapid dissemination of weather warnings to permit timely setting of conditions of readiness.

c. Responsibilities.

(1) Naval Training Oceanographic and Meteorological Detachment (NTOMD) is a NASMER detachment of the above mentioned NAS Pensacola Facility (NAVTRAMETOFCAC). OIC, NTOMD shall prepare and disseminate destructive weather warnings and conditions of readiness recommendations. Notify the CO, NASMER, whenever any other environmental conditions are likely to produce an adverse effect on the command's mission accomplishment and, when requested, provide input/assistance on meteorological matters. Shall also ensure that Commander Training Wing One (CTW-1), NASMER CDO and ODO, and Squadron Duty Officers receive detailed briefings on weather conditions expected to affect flight operations.

(a) NASMER CDO shall:

1. Complete notification list (NASMER 3145.10B) whenever notified by NTOMD that a weather condition is set.

(b) DCE-2 shall:

1. Ensure a Primary and Alternate Shelter Manager for each shelter has been designated in writing prior to 15 May of each year. Primary and Alternate Shelter Managers shall be Red Cross trained and certified.

2. Ensure Shelter Managers have a written shelter plan for their building. Guidance is available from the DPO.

3. Submit updated shelter plans and Shelter Managers' recall list to the DPO prior to 15 May of each year.

(c) DCE-1 shall:

1. Ensure emergency communication teams are trained on current EOC equipment and procedures. Communication nets shall be tested a minimum of once a month, December through May and once a week June through November. Ground Electronics Maintenance Division will assist.

2. Ensure emergency equipment is properly maintained and sufficient to meet all EOC communication needs (GEMD assist).

(d) DPO shall:

1. Maintain EOC in a state of readiness.

2. Maintain active liaison with Lauderdale (County) Emergency Management Association (LEMA).

3. Review all departmental and tenant activity destructive weather bills and recommend improvements as appropriate.

4. Maintain and update NASMER Destructive Weather Bill.

5. Maintain active liaison with NTOMD NASMER.

6. Review weather warning notification checklist annually to ensure full notification is being accomplished.

7. Conduct an annual hurricane exercise to test readiness and identify/correct potential problems.

8. Receive attainment reports from supported activities for all hurricane conditions. Make a composite attainment report of each condition of readiness and report same, via telephone to CNET.

(e) DCE-9 shall:

21 SEP 03

1. Prior to 1 May of each year, refurbish shelter kits and report compliance to the DPO.

2. Ensure MRE's are stocked and readily available.

(f) All NASMER Departments and Tenant Commands shall:

1. Maintain unit destructive weather bill and include actions to be taken upon the setting of weather conditions listed in this TAB. (see Fig 5-3)

2. Submit Weather Notification Request to the NASMER DPO not later than 1 April of each year.

3. Review and update local destructive weather bill prior to 1 April of each year. Submit a memo to the NASMER DPO stating the status and include a copy of any updates or changes.

4. Take applicable weather bill actions indicated whenever directed to set any weather condition and any additional measures appropriate to prevent injury to personnel and damage to government property.

5. Report attainment of hurricane conditions to DPO.

2. Destructive Weather Alert

a. Purpose. To issue information about hazardous and destructive weather, establish conditions of readiness in anticipation of destructive weather and assign responsibilities for safeguarding personnel and property onboard NASMER in support of applicable directives.

b. Duties. Along with the duties mentioned above, the following duties are incurred respectively.

(1) NASMER CDO shall:

(a) Submit OPREP-3 reports and assist CO, NASMER as requested.

(b) Ensure completion of notification lists (NASMER 3145.10A-10J) whenever a weather condition is set via the NASMER Quarterdeck.

(c) Direct cancellation of liberty for personnel assigned to NASMER and initiate a recall of necessary personnel if the command requires their presence.

(2) NASMER ODO shall:

(a) Complete notification list (NASMER 3145.10B) whenever notified by NTOMD that a weather condition is set.

3. DESTRUCTIVE WEATHER BILLS

a. Information: The Gulf coast is subject to frequent and often devastating severe weather. Because NASMER lies 150 miles inland, hurricanes will lose much of their cyclonic wind speed due to frictional effects of land objects prior to its arrival. In most cases, wind speeds near the eye of the storm will have decreased to below 50 knots before reaching the Meridian area. Some gusts above 50 knots are possible. However, extensive damage could result from the gusts and the thunderstorms and spin-off tornadoes that normally accompany hurricanes. CO, NASMER is tasked with the timely dissemination of destructive weather warnings and conditions of readiness to supported tenants. Therefore, prompt reporting of attainment to the NASMER CDO or EOC is paramount in order to apprise CNET and the RPA of readiness status.

b. Hurricane Categories:

<u>Category</u>	<u>Wind/MPH</u>	<u>Sea Surge/FT</u>	<u>Damage</u>
1	74-95	4-5	Trees, powerlines, anchorless mobile homes.
2	96-110	6-8	Roofs, doors, windows, considerable damage to vegetation and mobile homes, flooding.
3	111-130	9-12	Mobile and beach front homes destroyed, structural failure, flooding.
4	131-155	13-18	Extensive building damage or destruction, major erosion of beaches and levies, flooding.
5	156 +	19 +	Complete roof and building

21 SEP 1993

failure on many residential and industrial structures, major flooding and massive evacuation of residential areas within 5 to 10 miles of the shoreline.

c. Hurricane Bill. While storms may not directly affect NAS Meridian, we are indirectly affected when we accommodate evacuees (civilian and military) from the coastal area including military equipment, boats, aircraft and sensitive administrative documents.

(1) Condition V. Seasonal condition set from 1 June to 30 November each year. Prior to 1 June of each year the following shall be accomplished.

(a) NASMER Departments and Tenants shall:

1. Update weather notification request, destructive weather bills, complete any specific precautionary measures, and submit attainment reports to CDO/OOD.
2. Inspect hurricane lockers and replenish as necessary.
3. Brief personnel on destructive weather, execution of destructive weather bills, shelters, and evacuation plans.
4. Ensure all personnel receive instructions in the proper methods of venting buildings and structures through use of windows and other openings.
5. Inspect buildings and surrounding areas to detect potential sources of danger. Damaged, worn or improperly secured doors, windows, and ventilation openings, apparent structural weakness resulting from worn or weather beaten supports, wooden light poles, gutters and drain pipes which are clogged, worn or otherwise incapable of normal operation. Inspect trees with rotten limbs and trunks, storm drains, sewers, and catch basins which have not been cleaned and made ready for maximum flow. Locate and mark all items, such as garbage cans, pails, loose lumber, benches and similar material which are potential missiles during high winds. Be prepared to move these items to safe storage or lash them down.

(b) Ground Electronics Officer shall:

1. Ensure the availability of at least 18 hand-held (portable) radios, set to a common Command net, are charged and ready for immediate issue.

(2) Condition IV. Set 72 hrs prior to forecast arrival of destructive winds (50 kts or greater).

(a) NASMER OOD, CDO, and Security Shift Supervisor complete weather warning notification when directed. Receive and record departmental attainment, compile composite attainment report. NASMER OOD/CDO make arrangements for required working parties as applicable.

(b) NASMER departments and tenants:

1. Review destructive weather bills, take specific precautionary measures, and report attainment as required. Remove, secure, and properly store all loose items (CDO and PWO ensure).

2. Anticipate further manpower requirements.

3. Monitor the base television network, channel 2, for amplifying information.

4. Shelter managers report to DCE-2.

(3) Condition 3. Set 48 hours prior to the arrival of destructive winds (50 kts or greater).

(a) NASMER departments and tenants:

1. Take preliminary measures for security of buildings and equipment.

2. Security Department notify on-base housing occupants.

3. Ground Electronics Division check, and tune emergency communications net equipment located in EOC, building 001 and 209.

(4) Condition 2. Set 24 hours prior to the forecast arrival of destructive winds in excess of Category I (74 to 95mph)

(a) NASMER departments and tenants shall secure non-essential equipment.

21 SEP 1993

(b) DCE Commanders activate teams as required and inform NASMER DPO and CDO.

(c) Upon the order of CO NASMER, the DPO assembles the base Disaster Assessment Team (DAT) for briefings. (See Chapter II for composition)

(5) Condition 1. Set 12 hours prior to forecast arrival of destructive winds (50 kts or greater) not to exceed category (1) limits.

(a) Complete precautions for safety of personnel and equipment.

(b) Suspend unnecessary operations.

(c) Departments and tenants re-check areas for missile hazards.

(d) DPO confirm that attainment reports have been received.

(e) Review evacuation procedures.

d. Tornado Bill

(1) Purpose. Dissemination procedures and precautionary actions listed below have been developed to minimize injury to personnel and to provide a system which reduce potential for false alarms.

(2) Procedures. The following procedures shall be used when dealing with tornado threats:

(a) Tornado Condition II. Atmospheric conditions are conducive for the development of severe thunderstorms and tornadoes over NASMER area within 6 hours. This condition is also referred to as a Tornado Watch and implies tornadoes are possible. It can also be issued for tornado activity within 25 miles of the base when the activity is not moving toward the base. Associated thunderstorms are classified as "severe", i.e. winds of 50 knots or greater and/or hail $\frac{3}{4}$ inch or greater in diameter.

(3) Action:

(a) Consideration should be given to securing unnecessary work or activity in exposed locations.

(b) NASMER departments and tenant commands take precautions necessary to secure the base, i.e. store inside or down potential missile hazards; secure windows, doors and building openings as practical.

(c) Security Department warn base housing residents. Residents should be on the lookout for threatening weather and listen for local weather advisories via radio and television.

1. Tornado Warning. Tornadoes and/or funnel clouds have been sighted by reliable authorities or reported on radar within 25 miles and may affect the NAS Meridian/McCain control zone, normally within one hour. This warning implies that tornadoes are probable in the McCain Field area of NASMER within an hour. Associated thunderstorms under this condition are classified as "severe". All outside work or activity shall be secured. All personnel should consider their location and identify what actions they will need to take should the alert signal be sounded.

2. Tornado Alert (Immediate-danger) Tornadoes and/or funnel clouds have been sighted and/or available data confirms that the system will affect NASMER. The NASMER "Siren Warning System" shall be activated by the duty Forecaster. The warning signal is a three to five minute UNINTERRUPTED BLAST, that indicates immediate precautions must be taken. Personnel inside buildings should seek shelter in basements, first floor hallways, small interior rooms, under desks or other protected spaces. Stay away from windows and doors, especially sliding glass doors. UNDER NO CIRCUMSTANCES SHOULD PERSONNEL ATTEMPT TO OPEN DOORS AND WINDOWS AS THE TORNADO APPROACHES. Stay out of auditoriums gymnasiums, or other structures with wide free-span roofs. Personnel in exposed areas, who cannot reach shelter, should lie face down in a ditch, culvert or the lowest ground available and cover their heads with their arms. If in a vehicle in the path of the tornado, then pull off the road and seek shelter where practicable. Disaster Control Teams monitor situation and standby to render assistance where needed.

3. Tornado All Clear. This indicates that tornado imminence has been cancelled and that tornadoes and funnel clouds no longer pose a threat to NASMER. The "ALL CLEAR" signal consist of three 15-second INTERMITTENT SIREN BLAST, which indicates the storm has passed.

e. Winter Storm Bill

(1) General. Winter storms may endanger life and disrupt essential operations. They can reduce capabilities of commands to carry out primary missions. Disruption of routine base functions is one concern, but the primary threat to life is vehicular accidents associated with icy road conditions. Winter storms are infrequent in the Meridian area. When they do occur it is usually in the form of freezing rain (or drizzle) and/or

21 SEP 1983

sleet. Heavy snow and blizzards are also rare occurrences in this area. According to the National Weather Service the following definitions are associated with winter storms:

(a) Blizzard. Sustained winds or gust wind speeds of 35 knots or more and considerable falling and/or blowing snow causing very poor visibility, frequently less than $\frac{1}{4}$ mile.

(b) Heavy Snow. An accumulation of four inches or more in 12 hours, or six inches or more in 24 hours. In the Meridian area however, due to lack of snow dispersal equipment and inability of most drivers to control vehicles on any snow or ice, an accumulation of two inches or more creates a hazard and compounds the threat.

(c) Freezing Rain. An ambient 32 degrees F and below coupled with the below freezing temperature of an object causes rain or drizzle to freeze upon contact.

(d) Sleet. Solid granules of ice which form from freezing raindrops or snowflakes.

(2) Watch/Warning. A winter storm watch or warning is issued when severe winter weather is expected at NASMER. Severe winter weather includes the above mentioned weather phenomena. The following conditions apply for winter storm weather:

(a) Winter Storm Watch. Issued when severe winter weather is expected at NASMER within 24 hours.

(b) Winter Storm Warning. Issued when severe winter weather is expected within 6 hours.

(3) Action during Winter Storms

(a) Stay alert to radio and television broadcast for winter storm watches/warnings and local advisories issued by NTMOD, NASMER.

(b) Plan to complete travel before road conditions become hazardous.

(c) After roads become hazardous, stay indoors and travel only in emergency situations.

(4) Freezing temperatures (32 degrees F or below) for extended periods can be a significant hazard to personnel and property onboard NASMER. Of particular concern is the safety of personnel working outdoors. Special emphasis should be placed on possibility of water lines freezing and power outages due to

the excess weight of ice on power lines or ice on trees which caused limbs/trees to fall on power lines. The following conditions are issued when freezing temperatures are forecast for the local area:

(a) Freeze Warning Condition I. Issued when temperatures are forecast to be below 32 degrees F for less than 12 hours.

(b) Freeze Warning Condition II. Issued when temperatures are forecast to be below 32 degrees F for more than 12 hours.

(5) Wind chill factors or wind chill equivalent temperatures are available upon request and are based on variations of wind speed and temperature. Wind chill equivalent temperatures can be computed for actual air temperature below 45 degrees F when wind speed is 15 knots or more.

f. Earthquake Bill

(1) Hazards associated with earthquakes include:

(a) falling objects (buildings collapse)

(b) fires (electrical shorts, oil and gas pipelines or tanks rupture and ignite)

(c) landslides

(d) soil liquidation

(2) Action during Earthquake. Concentrate efforts towards personal and survival of others following these recommendations:

(a) If indoors:

1. Stay indoors, get under a table, desk, bench or in a doorway, hallway or against an inside wall.

2. Stay away from glass and don't use open flames.

(b) If outdoors:

1. Move away from buildings, utility wires, and other potentially hazardous structures.

2. In a vehicle, stop the vehicle, but stay

inside it.

(3) After the Earthquake. Visually inspect the immediate area for casualties and damage.

(a) Assist casualties to medical facilities

(b) Move outside of structure, and if damage has been sustained or suspected, do not re-enter until the building's structural integrity has been confirmed.

(c) Tune radio to get current emergency bulletins

(d) Stay off telephones, except to report emergencies.

(e) Do not go sight-seeing.

(f) Take additional actions consistent with established disaster recovery measures.

1 SEP 73

CHAPTER SIX

EVACUATION PLAN

1. General. One of the primary concerns of all Commanding Officers is the welfare of assigned personnel. Evacuation is one of those options at his/her disposal to assist in ensuring personnel welfare. Response and recovery actions to numerous disastrous situations, the degree of evacuation ordered by the Commanding Officer, NASMER, will depend on the unique circumstances of each situation and will be based on the best information made available to him/her regarding those situations. What follows is a general evacuation plan to be executed at the CO's discretion. NASMERs' primary role in regard to evacuation is as host command for evacuees of other military installations in Sub-region "Charlie" and the subsequent dispersal of those evacuees, equipment, and materials. That responsibility will be discussed in a sub-chapter hereunder entitled, Evacuee/Dispersal Plan.

2. Pre-Disaster Planning.

a. It is recommended that base personnel use private vehicles when an evacuation is ordered, but also arrange an alternate means of transportation as well.

(1) When evacuation is required and the order announced, evacuation information should be provided to residents.

(2) Disaster Control Elements, departments, and tenant commands shall perform actions necessary to satisfy their responsibilities during the emergency.

(3) The DPO determines, in advance, special transportation requirements and forwards data to the Security and Public Works officers.

3. Evacuation

a. Take the following actions to ensure an orderly evacuation:

(1) Personnel

(a) Those with private vehicles, promptly proceed to a pre-determined safe location or as directed.

(b) Those without transportation, arrange for a ride with a friend/ co-worker and report to the base Chapel (Evacuation Staging Area)

(2) Commanding Officer

(a) When progress of events could necessitate evacuation and under the evacuation at your discretion, or when directed by higher authority.

(b) After the evacuation order is issued direct the activation of the EOC, and direct the CDO, Sanitary Public Works and the Public Affairs Officers to disseminate the orders and other appropriate instructions. Also appoint an On-Scene Commander to coordinate registration and transportation efforts at the staging area.

(3) Disaster Preparedness Officer shall:

(a) Contact and advise the Merdale County Civil Defense Director of intentions to use NASMER. Request information on opening shelters in designated relocation areas.

(b) Advise NASMER CDO of evaluation orders and instructions.

(c) Direct and assist to the OSC and assist at the base staging area.

(d) Advise CNET and CDCU on evacuation matters.

(4) NASMER CDO shall:

(a) Initiate notification of evacuation orders.

(b) Direct buses to assemble at base Chapel.

(c) Put their hands and feet in their mouths.

(d) Upon appointment by CDCU, report to EOC for briefing on evacuation orders and instructions.

(a) Upon appointment by CDCU, report to EOC for briefing on evacuation orders and instructions.

(b) When ordered by CDCU, relocate to staging area and coordinate evacuation operations. Minimum action required:

1. Muster following support personnel and report completed muster to EOC.

a. Six duty bus drivers

- b. Three medical personnel
- c. Two administrative personnel
- d. Two chaplains
- e. Two security policeman
- f. Others as required

2. Direct bus drivers to inspect vehicles assigned to convoy. Report discrepancies to EOC.

3. Register evacuees and require civilian dependants to sign a release form in duplicate. Upon completion of registration, report the total number of evacuees, military and civilian, to EOC.

4. Assemble and brief evacuees on expected conduct in route and while in shelters. Consider military personnel in a duty status.

5. Assign drivers from evacuees to operate vehicles other than buses. Ensure drivers possess valid state and where required, government license. If additional drivers are needed, request assistance from EOC.

6. Distribute maps to security police and drivers and brief on evacuation routes.

7. Properly distribute radios throughout the convoy. If additional units are required, then request from EOC.

8. When ready to depart, inform EOC and await further instructions.

9. When directed by CDCU, release ADPO for return to EOC and provide one copy each of the registration and release forms to the ADPO for delivery to EOC.

10. Proceed with the convoy to Scooba, MS., followed by security police.

11. Coordinate with local Civil Defense officials after arriving at the reception site.

(6) CBQ Officer (DCE-2) shall:

(a) Initiate notification of evacuation orders as
ed by CDCU.

(b) Recall shelter managers and assistants.

(c) Report to CDCU for briefing and assumption of duties as advance liaison team commander.

(d) Brief shelter managers/assistants and direct them to report to OSC at the staging area to assist in processing evacuating personnel.

(e) Proceed with advance team to Scooba Elementary School gym. Advance team composition:

1. Three shelter managers
2. One administrative assistant
3. One Chaplain assigned by DCE-11
4. Others as assigned

(f) Upon arrival at reception site, instruct team members to proceed to the shelters and prepare for arrival of NASMER evacuees. Shelters will be at the East Mississippi Community College.

(g) Remain at the reception site to monitor evacuation efforts.

(7) Security Officer DCE-3 shall:

(a) Ensure that NASMER gate 11 is unlocked.

(b) Initiate notification of evacuation orders as directed by CDCU.

(c) Coordinate with DCE-4 on disseminating evacuation orders and instructions to residents in government quarters.

(d) Expedite evacuation traffic safely.

(e) Provide security police escorts for evacuation convoy.

(f) Coordinate with local law enforcement agencies as necessary.

(g) Advise convoy escorts and EOC of hazards along the evacuation routes which could require alternate route changes.

(h) Ensure that residents of government quarters comply with evacuation orders.

(i) Assist residents in evacuating physically limited occupants.

(j) Once evacuation is completed, restrict on base traffic to emergency and mission essential operations.

(k) Ensure that a Security Division, qualified dispatcher, is present at EOC.

(8) Public Works Officer DCE-4 shall:

(a) Immediately upon receipt of notification of evacuation orders, initiate action for passing the order and instructions on to residents of government quarters. Coordinate efforts with DCE-3 and DCE-10.

(b) Dispatch one fully fueled eight passenger van to EOC for use by advance liaison team.

(c) Dedicate and assign government vehicles to remain on standby for evacuation of personnel.

(d) Assemble assigned vehicles in the east parking area of the Chapel.

(9) OIC, Naval Branch Medical Clinic DCE-7 shall:

(a) Dispatch one ambulance and three medical personnel, including at least one Medical Officer, to Scooba with advance liaison team.

(b) Dispatch one field ambulance with one driver and two attendants to staging area for evacuation with the convoy.

(c) Evacuate remaining personnel and ambulances, as directed.

(10) Public Affairs Officer DCE-10 shall:

(a) Upon notification of evacuation orders, coordinate with CDCU on news releases for local media concerning evacuation orders.

(b) When NASMER resumes normal operational status, prepare a news release for recall of personnel back to duty.

(11) Command Chaplain DCE-11 shall:

(a) Upon notification of evacuation orders, ensure Chapel is open for use as evacuation staging area.

(b) Assign a chaplain to travel with evacuation convoy.

(c) Assign one Chaplain to EOC.

(12) Humanitarian/Family Services Officer DCE-14

(a) General. Tasking herein augments and compliments those assigned under Unit and Element Operational Tasking and provides guidance for preparing detailed disaster preparedness bills governing humanitarian and family services. Required Bills should describe unclassified procedures and actions expected in the event of personnel evacuation, whether necessitated by enemy attack, natural disaster or other emergency.

(b) Concept of Operation. The Family Service Center (FSC) shall function as previously tasked, however, when this plan is activated, they shall assist DCE-2 as required to:

1. Provide disaster preparedness education and procedures to dependents and unaccompanied military personnel upon initially reporting aboard and on a periodic basis to maintain an awareness of threats and procedural responses.

2. Assist in survivor registration and check-in.

3. Maintain a phone watch.

4. Assist with evacuation of dependents and nonessential civilian and military personnel, within the base limits.

5. Assist DCE-2 in coordinating emergency housing.

(c) Guidance. The Director, FSC, along with the Commander DCE-2, shall provide the Administrative Officer and DPO the following Bills and Manual:

1. Bills

a. Evacuation of Dependent and Nonessential Civilian and Military Personnel Bill.

b. Survivor Registration and Check-in Bill.

2. Dependents Emergency Procedures Manual

- 6/Chapter I)
- a. Procedures for Emergency Evacuation (Tab
 - b. Emergency procedures during hurricanes, tropical storms, fires, tornadoes and other natural disasters.
 - c. Survivor registration and check-in
 - d. Dependents' Home Emergency Data sheet.
 - e. Encourage "self help" and neighbor assistance.

(d) Above Bills should include applicable components in the following format:

- 1. Organization chart
- 2. Recall/Alert notification system
- 3. Responsibilities
- 4. Muster stations
- 5. Alternate muster station
- 6. Supplies and where stored
- 7. Sources of transportation and communication equipment
- 8. Administration
- 9. Reporting requirements
- 10. Training schedule
- 11. Inspection schedule

(e) Dependent Emergency Evacuation. If required, conduct dependent emergency evacuation in accordance with this plan. Forms required for processing dependents include DD 1839 and DD 1337. In preparation for possible evacuation, brief dependents annually. Discuss the dependents' Emergency Procedures Manual in detail at the briefing and upon dependents' first arrival on station.

(13) NASMER Departments and Tenant Commands shall:

(a) Write supporting evacuation plans for inclusion in unit Evacuation Bill. Forward a copy of initial plan and subsequent changes to DPO along with Destructive Weather Bill reviews.

(b) Disseminate evacuation instructions to assigned personnel.

(c) Advise personnel to stay tuned to local radio/television stations for any additional information, instructions or warnings.

(d) Secure classified materials.

(e) Recall personnel when directed by CDCU.

4. Evacuee Dispersal Plan

a. General. The need to plan ahead for sheltering a large influx of personnel, equipment and materials from surrounding communities when threatened by an impending natural or man-made disaster is crucial. This plan contemplates and sets forth such planning and action.

b. Essential Personnel. Emergency response personnel shall conduct their element responsibilities in accordance with this plan. When an advance notice is given, the Disaster Assessment Team is promptly assembled, by the DPO, briefed and directed to execute actions specified in this plan. The Disaster Assessment Team (DAT) is composed of:

- (1) Billeting Officer
- (2) Supply Officer
- (3) Morale, Welfare, and Recreation Officer
- (4) Security Officer
- (5) Medical Officer
- (6) Transportation Officer
- (7) Navy Resale Activity Officer (NEX)
- (8) Public Works Officer
- (9) Naval Technical Training Center CDO
- (10) Marine Aviation Training Group (CDO)
- (11) NASMER CDO
- (12) Fire Chief
- (13) Public Affairs Officer
- (14) Disaster Prep. Officer

c. Mission. Provide logistical support to out of the area evacuating military personnel and their dependents stationed within sub-region "Charlie" during unexpected disasters, but CDCU

may exercise discretion in broadening the definition of out of the area personnel to include DoD and local civilian personnel.

d. Coordinating Instructions. This plan is effective upon receipt for planning, equipping and training response personnel. Planning shall be based upon the use of available resources. The Disaster Assessment Team and Disaster Control Teams shall be comprised of persons engaged in similar functions within their respective organizations. This plan is effective for the receipt of evacuees:

(1) When directed by the Commanding Officer, NASMER.

(2) This plan may be implemented in whole or part according to the conditions prevailing at the time.

e. Logistical Instructions for DAT include:

(1) Setting Priorities

(a) Billeting for active duty military, dependents, retirees and families.

(b) Other refuge

(c) Informing the customer (evacuees, perspective evacuees)

(d) Aircraft and pilot billeting

(e) Reservations (no reservations, if possible = first come, first served)

(f) Handling classified material (securing and storage)

(g) Evacuees bedding equipment

(h) Evacuees pet quarantine and shelter

(i) Transportation

(j) Food service

(k) Security

(l) Families (first priority, if spouse is at sea)

(m) Other issues pertinent to the suspected disaster.

(2) Order of Sheltering/Billeting

NOTE: Start with unmarried active duty military member at the new gym and accommodate others accordingly:

<u>Building/Number</u>	<u>Capacity</u>	<u>Watch Req'd</u>
(a) New Gym/	200	2
(b) Racquetball Court/	40	0
(c) Old Gym/	150	1
(d) Theater/213	150	2
(e) Recreation Center/	200	2
(f) Teen Center/	40	2
(g) Youth Center/	50	2
(h) Empty Housing	varies	
(i) BEQ's	varies	

(3) Food Services

- (a) Waiver of sur-charge (Officers)
- (b) Modified Galley operating hours
- (c) Number of personnel to be fed and how long
- (d) Contingency plan in the event NASMER experiences a disaster or power outage

(4) Security

- (a) Determine when ASF should be recalled.
- (b) Designate parking areas for evacuees and equipment (boats, trailers, RV's etc) (consider NTTC grinders and parking lots)
- (c) Shore patrol (consider using qualified evacuees). Secure place to store classified materials.
- (d) Personal weapons and ammunition handling and storage

(5) Communications

- (a) Availability of portable radios
- (b) Emergency Operations Center or Command Post
manning.
- (c) CATV (for up to minute disaster information)

f. TASK AND RESPONSIBILITIES

(1) Supply Officer shall:

- (a) Provide food service during evacuation in accordance with Naval Regulations.
- (b) In coordination with all other team members, provide equipment, supplies, and material to the EOC/Command Post and other locations as necessary to support the evacuation.
- (c) Establish an Disaster Control Center in building 224.
- (d) Submit required reports.

(2) CBQ Officer shall:

- (a) Establish a Disaster Control Center in building 204 or CBQ (as appropriate).
- (b) Assign personnel to direct operation of shelters and BEQ's during the evacuation.
- (c) Assign equipment and managers to shelters (as appropriate)
- (d) Submit required reports.

(3) Security Officer shall:

- (a) Establish a Disaster Control Center in building 222
- (b) Control vehicular traffic on base and access roads (if necessary) including evacuation personal and military convoys.
- (c) Maintain base security
- (d) Establish designated parking area for evacuees.

(e) Ensure appropriate area/space for storage of classified materials of evacuees.

(f) Recall ASF (as necessary)

(g) Submit required reports.

(4) Medical Officer shall:

(a) Establish a control center in building 367.

(b) Provide medical services and support as appropriate.

(5) Public Works Officer shall:

(a) Establish a control center in building 229

(b) Schedule and manage transportation requirements for evacuated personnel where necessary.

(c) Provide service and repair for vehicular equipment.

(d) Submit required reports.

(6) Fire Chief shall:

(a) Establish a control center in building 3 or 209 (as appropriate).

(b) Direct all aircraft, structural, wildland, hazardous materials, or other firefighting operations.

(c) Submit required reports.

(7) NASMER Command Duty Officer shall:

(a) Assume the duties as interim Disaster Preparedness Officer until properly relieved.

(b) Coordinate with the Disaster Assessment Team.

(c) Carry out all orders issued by the CO, NASMER.

(d) Keep the CO, NASMER appraised of situations as they develop.

(e) Coordinate evacuee dispersal with CDO's of tenant commands where applicable .

(f) Submit required reports.

(8) NTTC Command Duty Officer shall:

(a) Coordinate and work closely with NASMER CDO with regard to matters pertaining to the NTTC.

(9) Public Affairs Officer shall:

(a) Establish a control center in building 200.

(b) Advise CO, NASMER on all matters concerning public affairs as relates to the receipt, dispersal, accommodation, further evacuation, or other issues involving evacuees.

(c) Manage the release of information to the public.

(10) Disaster Preparedness Officer shall:

(a) Establish a command post in building 209 or 221 (as appropriate).

(b) Assemble and coordinate planning with the Disaster Assessment Team for receipt of evacuees.

(c) Coordinate logistical support.

(d) Keep the CO, NASMER appraised of situations and DAT plans for dispersal.

(e) Collect and disseminate weather status.

(f) Advise and assist other team members in carrying out this plan, including organizing teams, acquisition of supplies and equipment, training, and submission of reports.

(g) Maintain current recall list of the Disaster Assessment Team.

(h) Interface with other DoD installations to carry out this plan or recommend other strategies.

(i) Perform administrative functions and other duties as required.

g. Protective Shelters

(1) General. This chapter describes the personnel shelter and protection plan and assigns responsibilities.

(2) Mission. Maintain adequate shelters for essential personnel to support mission tasking. The Public Works Officer has the responsibility for evaluating and designating protective shelters. The CBQ Officer manages and operates these shelters which includes the appointment of shelter managers and assistants for each location. The Supply Officer stocks these shelters with adequate provisions for the health, welfare and safety of occupants. If NASMER cannot adequately shelter all base personnel, then identify essential and non-essential personnel and plan for the evacuation of non-essential personnel.

(3) Guidance. DECP H-16 (Shelter Management Handbook) provides detailed guidance for planning and executing shelter operations. Each designated Shelter Manager and assistant shall maintain a copy of this reference plus any special instructions and emergency communications procedures in the shelter. Each Shelter Manager shall prepare and maintain a detailed management plan and supporting Bills to implement the Protective Shelter Management Plan.

(4) Structural Shelters and Related Responsibilities.

(a) Shelter means structural spaces which can withstand the immediate pressures of storms, earthquakes, or attack and can protect occupants from the elements of weather. Concrete, brick, or stone buildings provide limited shelter. The windowless rooms and passageways of these buildings make excellent shelters. Caution personnel seeking shelter in these structures to remain inside until the "ALL CLEAR" signal is heard.

(b) The Public Works Officer periodically inspects and confirms the suitability of these structural shelters. The responsibility for maintaining the shelter rests with the command normally occupying the space.

(5) Shelter Inspection.

(a) The Public Works Officer shall conduct an annual informal inspection of shelters. The inspection will not interfere with normal routine. These inspections ensure structural integrity and include other units considered suitable for emergency shelter needs.

(b) A written shelter inspection report shall be forwarded to CO, NASMER annually. Included in the report should

11-1-79

be recommendations for correcting deficiencies or removing spaces from the shelter listing and the designation of new or additional spaces to be used as personnel shelters.

(6) Shelter Managers' Responsibilities. Chaotic conditions normally accompany shelter activation. The shelter manager ensures order, supervises the care of evacuees, and maintains accountability of disaster control personnel required to leave the shelter for periodic work outside. Each shelter manager develops a plan for their specific site and assigned personnel. With absolute authority, shelter managers serve as direct representatives for the CDCU, and bear full responsibility for the proper and safe operation of their respective shelters. The DPO assists assigned managers with information on organizing their shelters.

(7) Organization.

(a) Each manager establishes the shelter organization best suited to shelter site, number and type. As a minimum, consideration should be given to the following personnel requirements:

1. Shelter supervision
2. Shelter monitoring
3. Decontamination
4. Exposure Control
5. Sanitation
6. Security
7. First Aid
8. Administration
9. Rationing

(b) Each shelter manager shall prepare a written shelter plan, listing organization and assigned responsibilities.

(8) Protective Shelter Management Plan

(a) Shelter Officer DCE-2 shall:

1. Assure each shelter and Disaster Control ter has copies of this plan, the "Shelter Management Handbook,

base telephone directory, emergency communication procedures and any special instructions.

2. Supervises shelter managers in communications, movement of personnel between shelter buildings and acts as coordinating authority in the EOC.

3. Receives and reviews radiological monitoring, excessive carbon dioxide concentration and other hazardous atmosphere reports from shelter managers so as to advise on evacuation or other required actions.

4. Advises CO, NASMER and DPO of deficiencies within the shelter building, including corrective action taken or recommended.

5. Receives, from shelter managers, the number of occupants in each building, and the percentage or number of personnel injured, sick or incapacitated.

(b) Shelter Managers shall:

1. Ensure each shelter has copies of this plan, the "Shelter Management Handbook", station telephone directory, emergency communications procedures, and any special instructions.

2. Provide for reception and registration of personnel at shelter facility using NASP 3050/2.

3. Assign staff personnel to perform shelter functions involving management, communications, radiological monitoring, safety, supply, maintenance, feeding, sleeping, health, sanitation, information and training.

4. Determine shelter population and percentage or number of injured or incapacitated and transmit reports to DPO at EOC.

5. Transmit essential reports to EOC for evaluation and/or action, advising on measures recommended or taken to correct serious deficiencies. Essential reports include monitoring and survey reports related to excessive carbon dioxide laden areas etc.

6. Follow instructions in Shelter Management Handbook and review training materials held by DPO.

7. Other duties include:

a. Guide and direct personnel to shelter.

- b. Establish communications with EOC.
- c. Prevent panic and maintain morale.
- d. Direct organized effort of his group in providing mutual assistance, e.g. first aid, firefighting, minor rescue.
- e. Survey immediate area and report damage conditions to EOC.
- f. Guide emergency recovery teams, providing detailed information as to locations of damage and personnel casualties.
- g. Be thoroughly familiar with assigned shelter/building. Direct personnel to the best shelter area. Know locations of utility systems, water mains, light switches and how to secure facilities in the event of mishap.
- h. Remain in charge of shelter until properly relieved.

(c) Assignment of Shelter Managers and Alternates.

- 1. Appointed by the NASMER CBQ Officer (DCE-2)

(d) Assignment of Medical Personnel.

- 1. Assigned by OIC, Branch Medical Clinic, NASMER.

(e) Sanitation Facilities.

1. Utilize the usual facilities for human waste, kitchen and other refuse until it is no longer feasible to do so.

2. If available, distribute portable sanitation kits to designated shelters based on one kit per 100 persons.

3. Use portable sanitation kits only after exhausting normal facilities. Assemble alternate sanitation kits from on-site resources, for example:

a. Buckets or trash cans taken from the various rooms in the shelter; locate in a remote, partitioned portion of the shelter.

- b. Plastic bag liners, those routinely provided for janitorial use.
- c. Toilet paper, cleaning agents and solutions.
- d. String/wire for securing disposable waste bags.
- e. Plastic or rubber gloves for personnel handling waste disposal.
- f. Disinfectant germicides (5 pound carton - dry type).
- g. Obtain inventories of the above items from DCE-9 (Supply Officer).

(f) Water Facilities.

1. Use normal water facilities until pressure is lost then obtain water from pipes and mains.
2. Public Works provides maps showing locations of water system shut-off valves and high point vents so water can be kept in standpipes and drained as needed.
3. Heat exchangers, water heaters and toilet tanks provide additional water sources.
4. Deliver empty emergency water containers to each shelter area. Each shelter management team fills these containers when receiving orders to stock the shelters.
5. DO NOT USE the following water systems because they contain chemical inhibitors:
 - a. Air conditioning systems which use antifreeze in the chill water and rust inhibitors in the condensing water system.
 - b. Other water systems specified by Public Works

(g) Electrical Power. Distributed through breakers located in each shelter building. Public Works Department provides emergency power from auxiliary generators listed below.

1. Auxiliary Generators

a. Permanent

<u>BLDG NO.</u>	<u>KW</u>	<u>Fuel</u>	<u>Start System</u>	<u>Area Served</u>
1	100	Diesel	Auto	Operations
3	30	Diesel	Auto	Fire Sta # 1
5	150	Diesel	Auto	Transmitter Site
7	50	Diesel	Auto	Receiver Site
9	60	Diesel	Auto	Tacan
15		Propane	Manual	Bomb Range
75	150	Diesel	Auto	N R/W C/L
88	250	Diesel	Auto	N R/W Lights
89	150	Diesel	Auto	S R/W Lights
100	60	Diesel	Auto	OLF/Bravo
200	25	Nat Gas	Auto	NASMER Admin
214	15	Nat Gas	Manual	Commissary
233	60	Nat Gas	Manual	Water Plant
249	30	Diesel	Auto	Sewage Lift
251	30	Diesel	Auto	Sewage Lift
330	50	Nat Gas	Auto	NTTC
361	200	Diesel	Auto	NTTC
367	150	Nat Gas	Auto	BrMedClinic
924	30	Diesel	Auto	Sewage Lift

b. Portable

<u>Quantity</u>	<u>KW</u>	<u>Fuel</u>	<u>Disaster Use</u>
2	10	Gas	As required
2	15	Diesel	As required
1	15	Gas	As required
2	60	Diesel	As required

(h) Medical Supplies. Supplied by NASMER Branch Medical Clinic.

(i) Rations. THE NASMER Supply Officer (DCE-8) provides food and drink for assigned shelter occupants. Use the Navy Exchange and Commissary Store to provide rations in excess of stocks on hand.

(j) Health, Welfare and Comfort Supplies. DCE-8 delivers pre-stocked shelter kits to designated shelters.

(9) Designated Shelters

1. General. Contingency plans do not require automatic evacuation for any impending natural disaster. If required, CO, NASMER orders evacuation to shelters. These shelters are designated primarily for use by NASMER military and their dependants and DoD employees who live or work on base and the same categories of visiting evacuees. No pets are allowed inside the shelters. (Other provisions will be made for pets). Location and capacities of shelters on NASMER that serve as emergency housing after disasters are as follows.

2. Shelter Spaces

<u>Bldg No/Name</u>	<u>Capacity</u>
001/Air Operations	50
151/AIMD Avionics	350
218/CBQ	185
326/BEQ	155
330/NTTC Supply School	530
361/NTTC Admin Schools	880
365/Lakeside Club	75

3. An emergency gear locker should be located in each designated shelter. Shelter managers have responsibility for monthly inspections of gear lockers and replacement of dated items (i.e. batteries, etc). NOTE: The hanger (bldg 003) contains 20 additional spaces (in stairwells). In an emergency, personnel should seek the closest available shelter.

CHAPTER SEVEN

DISASTER RECOVERY PLAN1. Response Phases and Actions

a. Purpose. Disaster preparedness maintains or restores essential functions of NASMER. This chapter defines readiness phases associated with anticipated and actual emergency conditions and provides suitable simulated conditions during training exercises. There are five phased conditions established during recovery and they are defined below.

(1) Pre-disaster Phase. An increased readiness condition resulting from any type of communication calling attention to a potential emergency, accident, incident or disaster.

(a) Response

1. Notify appropriate DC Elements.
2. Initiate appropriate precautionary actions.
3. Notify Civil Defense.
4. Perform required military reporting.

(b) Alert Phase. Imminent emergency, accident or disaster.

1. Response

- a. Activate Emergency Operations Center.
- b. Notify and/or recall emergency personnel.
- c. Place DCEs' on standby.
- d. Establish emergency communications.
- e. Initiate precautionary activities.
- f. Perform reports and notifications.
- g. Initiate evacuation, sheltering and dispersal preparations.
- h. Sound emergency action signal.

21 SEP 1991

i. Take appropriate personnel protective measures.

(c) Trans Disaster Phase. Phase of operation occurring during disaster.

1. Response

a. Same actions as Alert Phase, plus.

b. Staff control centers.

c. Staff and issue equipment to appropriate disaster control organizations.

d. Muster and equip ASF. After muster, personnel may be placed on standby.

e. Evacuate or shelter unassigned personnel, including civilians and dependents.

f. Disperse equipment to reduce vulnerability.

(d) Post Disaster Emergency Phase. Time when conditions have stabilized or subsided so personnel can approach the disaster site(s).

1. Response.

a. Same actions as Trans Disaster phase, plus.

b. DCEs' conduct search and rescue operations.

c. DCEs' perform damage mitigation operations.

d. DCEs' initiate surveys and damage assessment operations.

(e) Recovery Phase. Time following Post Disaster phase and prior to resumption of normal base operations.

1. Response.

a. EOC remains staffed and operational until secured by CDCU.

b. Appropriate control centers and DCEs' remain staffed and operational until released by CDCU.

2100

c. Unassigned personnel, including civilians and dependents will not be allowed back into the disaster laden area or released from shelter status until permitted by the CDCU.

d. Priorities in the recovery phase are, first, return to safe condition, second, restore normal operational conditions, finally, restore other services, clear debris and reestablish normal functions.

2. Post Disaster Recovery

a. General. Reorganize and deploy assets to expedite disaster control operations. Divided into three parts, the first part of recovery is associated with the Post Disaster Phase and the two remaining parts are more closely aligned with the Recovery Phase. For each part, determine the remaining hazards and operational requirements to simplify recovery operations before progressing to the next phase.

(1) Part One, Post Disaster Emergency Phase. The duration lasts from a few minutes to a few weeks, depending upon the command's tactical mission. Several post-disaster emergency phase evolutions include firefighting, rescue, medical aid, surveying and monitoring. Speed, the hallmark of this phase, may require shortcuts and makeshifts wherever the emergency exists. Establish no boundaries for the emergency operation, except those determined by the extent of damage and casualties.

(2) Part Two, Recovery Phase (Operational). The period when the military organization recovers use of vital mission areas. Operational recovery is defined in terms of a definite entry time for recovery and mission personnel. Activities performed during this time may include atmospheric monitoring for hazardous agents, safety systems, clearing debris, and repairing utilities needed for reclamation work. Before attempting recovery operations, make the decision whether to restore facilities or to consider evacuation, salvage, or relocation.

(3) Part Three, Recovery Phase (Final). Recover less critical areas bypassed in the emergency and operational parts. At the conclusion of the final recovery phase, return to approximate pre-disaster conditions and prepare to perform initial missions.

(4) Two Perimeter Emergency Recovery Plan. Designed to organize and expedite disaster control operations in other than wide area disasters. Divided into three operating segments, Segments One, Two, and Three. For each segment, determine the

extent of damage and hazards to simplify recovery operations. The obstruction perimeter and the support perimeter encompass the disaster area boundary lines.

(a) Obstruction Perimeter. Boundary line established by points where advancement towards the disaster scene is stopped by fire, debris, or unacceptable hazardous atmospheres (less than eight hour safe time).

(b) Support Perimeter. Boundary line where debris first noticed or safe time is less than one week.

1. Sector One. Located within the obstruction perimeter. This area contains the largest number of dead and critically injured personnel and the worst structural damage. Expect few uninjured survivors, limited or non-existent communications, activities unable to muster self-help measures, and high personnel hazards.

2. Sector Two. The area between the obstruction and support perimeters. Expect light to moderate structural damage and personnel injuries decreasing as one moves toward the support perimeter. With few fatal injuries, organizations in this area provide the most immediate relief to those in Sector One. Take time to rescue personnel trapped in debris and render more extensive first aid than was possible in Sector One. Decontaminate the immediate working area, if necessary.

3. Sector Three. The area outside the support perimeter, with little damage and facilities in full operation. Danger in this area exists only with incidents involving atmospheric contamination or toxic chemical contamination. Emergency recovery forces in this area directly support teams operating in Sectors One and Two. These forces dispatch additional relief teams, supplies, equipment, receive casualties, evacuees and recovery personnel returned for rest periods.

(5) General Emergency Recovery Plan. A wide area disaster such as a hurricane requires a different approach, since extensive casualties and damage would exist. To deploy recovery forces in the most effective manner, DPO provides the following to CDCU:

(a) Extent of facilities damage.

(b) Number and extent of personnel injuries.

(c) General description of casualty types (shocks, burns, major trauma, etc).

21 SEP 88

(d) Unique problems (fire, trapped personnel, exposed powerlines, etc.).

(e) Extent of damage to critical routes.

(f) Extent of damage to mission critical facilities (airfield, control tower, etc).

(6) Initial Response. Notification of affected tenant Commanding Officers, OICs' and Department Heads, supporting agencies and personnel; use of immediate medical aid; and rapid establishment of an enhanced level of safety and security at emergency site(s). Such actions normally include:

(a) Making appropriate SITREP/OPREP-3 reports.

(b) Determining damage to roadways and locations of downed powerlines.

(c) Deploying security forces to establish road blocks and perimeters.

(d) Deploying fire fighting resources.

(e) Deploying medical resources.

(f) Providing immediate first aid assistance to casualties using locally available resources.

(g) Determining extent of medical casualty problem, including numbers and types of injuries, arranging the processing of casualties, including the use of outside assistance.

(7) Deployment. Deployment of initial response forces to provide immediate assistance, initiate additional action to provide continuing medical attention. In addition, rescue trapped personnel, maintain base security, restore operational capability, and provide assistance to the local community, if practical and required. Part of the follow-up response includes:

(a) Deployment of available medical resources to emergency site(s).

(b) Transport of casualties to medical treatment sites.

(c) Conduct area searches to locate injured personnel.

21 SEP 64

(d) Establishment of proper security posture, including designating special security procedures to protect classified/sensitive material in damaged buildings.

(e) Rescue trapped personnel.

(f) Alert other medical resources needed to assist/provide care.

(g) Recall personnel to assist in recovery efforts.

(h) Establish berthing and messing facilities for casualties and medical support personnel.

(i) Establish temporary morgues.

(j) Restoration of essential utilities.

(k) Secure utilities, if necessary.

(l) Clear roads and bridges as needed for recovery operations.

(m) Relocation of sheltered personnel.

(n) Determine extent of loss or degradation to mission critical facilities. Commence planning to restore or recover lost capabilities to ensure accomplishment of NASMER mission assignments.

(o) Determine structural reliability of damaged buildings/facilities.

(8) Implementation. As actual disaster control operation commences, deploy disaster control teams to Sectors One, Two and Three of the disaster scene or deploy to areas necessary to meet recovery objectives. Because of the diversity of existing damage, use flexibility when implementing the following actions:

(a) Commanding Officer DCDU shall:

1. Direct recovery operations from the EOC, to include:

a. Alerting required disaster control element (DCE) commanders.

b. Evaluating actual and potential impact on base capability to accomplish its primary mission.

21 SEP 01

c. Advising CNET on extent of damage, ongoing operations, and need for additional resources.

d. Dispatching specialized and casualty response teams to emergency sites as appropriate.

e. Directing the Fire Department to execute mutual aid and assistance agreements.

f. Directing Public Works to provide transportation as required to move casualty response forces, casualties, or supplies.

g. Continued evaluation of the integrity of primary mission capability.

h. Directing recall of additional personnel for recovery efforts.

(b) Executive Officer shall:

1. Tour the base to identify damage.
2. Designate On Scene Commander(s) for emergency site(s).
3. Direct deployment of Mobile Command Post.
4. Keep EOC informed of operational status.

(c) Commanding Officers, Officers-in-Charge, Tenant Commands shall:

1. Check in with EOC upon arrival onboard NASMER.
2. Use landline if operable or cell phone or messenger.
3. Tour respective command spaces to evaluate damage.
4. Report extent of damages to EOC.
5. Provide required assistance.

(d) Disaster Preparedness Officer shall:

1. Act as staff assistant to CDCU on emergency recovery efforts.

2. Be the single point of contact and overall coordinator for federal, state and local emergency recovery organizations.

3. Relay requests for assistance from civil authorities to CNET and CDCU.

4. Direct recall of required disaster recovery teams.

(e) Public Works Officer shall:

1. Tour base to identify damage.

2. Supply blueprints of collapsed/partially collapsed building to fire and rescue teams.

3. Secure electric power as required.

4. If sewage system is rendered inoperable, provide portable toilet and sanitation facilities.

5. Direct search for casualties.

6. Identify shortfalls or losses which impair mission critical functions or degrade ability to accomplish primary mission and take immediate steps to restore those capabilities. Designate, as mission critical, such casualty response and recovery forces as required and monitor their progress. Maintain estimated time of recovery data on each casualty.

7. Advise EOC of actions required to minimize unsafe conditions and maximize recovery and personnel safety.

8. Direct relocation of required portable generators.

9. Keep EOC continuously advised.

(f) CBQ Officer shall:

1. Ensure dependents remain sheltered until CDCU directs release.

2. Direct release of military personnel from shelters as required for recovery operations.

3. Secure shelter operations as required.
Return shelter supplies to Supply Department prior to securing shelter managers.

4. Maintain records and initiate reporting procedures for survivor registration and casualty accounting, utilizing shelter managers.

(g) OIC, Branch Medical Clinic shall:

1. Activate and dispatch medical/mortuary teams, as directed by EOC. Coordinate with OIC, Dental Clinic for their assistance in identifying deceased.

2. Designate temporary morgue, if required.

3. Supervise teams treating casualties.

4. Coordinate with MWR officer in recording disposition of each case.

5. Take periodic samples of water supply and test for contamination and potability.

6. Keep EOC continuously advised.

(h) Security Officer shall:

1. Direct recall of required auxiliary security force.

2. Position security forces where necessary.

3. Restrict access of unauthorized personnel to base.

4. Inspect fence perimeter to ensure no points of entry have developed.

5. Assign property custodian to morgue, if necessary.

6. Ensure personnel do not re-enter damaged buildings until authorized by PWO or Fire Chief.

7. Promptly notify EOC of need for additional federal forces.

8. Coordinate with local civil law enforcement agencies as needed.

9. Perform other actions as directed by CDCU.

10. Keep EOC continuously advised.

(i) Fire Chief shall:

1. Ensure prompt response by available fire units. Shelters have priority.

2. Assess magnitude of fire threat.

3. Coordinate with local county/city fire departments, as required.

4. Keep EOC informed of conditions and need for additional resources.

(j) Command Chaplain shall:

1. Assign chaplains with medical and rescue teams.

2. Advise on casualty affairs with MWR officer.

3. In concert with base Red Cross Director, coordinate with local, state and federal relief and welfare organizations.

(k) SAR Officer shall:

1. Conduct search and rescue missions as directed by EOC.

2. Promptly notify EOC of need for additional federal forces.

3. Coordinate with local civil air patrol, as needed.

(L) Supply Officer shall:

1. Coordinate logistics.

2. If galleys' are inoperable, then identify and operate alternate emergency messing facilities.

3. Provide necessary equipment and supplies to accomplish procurement and issue of recovery operations materials.

4. Coordinate with Navy Supply Center for required assistance.

5. Notify EOC of any required additional resources.

(m) Air Operations Officer shall:

1. Report extent of damage to the airfield and control tower to CDCU.

2. Coordinate with PWO for return to full operational status. Emergency air support shall have priority.

3. Estimate time for recovery for COMTRAWING ONE aircraft. Report estimate to EOC.

4. Keep EOC continuously advised.

(n) NASMER Comptroller shall:

1. Assure complete recording and reporting of emergency recovery operating cost.

2. Maintain accurate accounting data of expense incurred in support of civil authorities. Submit necessary billing and documentation to proper authorities for reimbursement.

(o) Public Affairs Officer shall:

1. Release information to local news media as directed by CDCU or COMTRAWING ONE.

2. When directed by CO, NASMER arrange on base coverage by local news media. Coordinate with Security Officer for enforcement of security requirements.

(p) NASMER Red Cross shall:

1. Coordinate with CBQ Officer, Chaplain, PAO and CACO (Casualty Assistance Call Officer) on the notification of next-of-kin of deceased.

2. In concert with Chaplain, coordinate with local, state, and federal relief and welfare organizations.

3. Keep EOC continuously advised.

(q) NASMER Command Duty Officer shall:

1. Collate information on damage reporting data sheets (figure 7-1) according to priorities. Assign priorities.

2. Timely submit OPREP-3 (see "Reports") reports. Address to COMNAVBASE, Jacksonville and CINCANFLT in the "To" line, and Headquarters First United States Army as an info added.

3. Provide required assistance to CO, NASMER.

(r) NASMER Department Heads shall:

1. Advise CDCU of personnel casualties and losses or degradation of facilities/equipment essential to mission critical functions. Reports, initial and follow-up, shall specify capabilities lost or degraded and minimum or alternative requirements essential for recovery.

DAMAGE REPORTING DATA SHEET

NASMER 3440/11 (1993)

Date _____

Time _____

Priority _____

LOCATION _____

Building No. _____

Description _____

DAMAGE LOCATION _____ MISSION CRITICAL: YES _____ NO _____
Deck/Room# _____

EXTENT OF DAMAGE: LIGHT _____ MODERATE _____ HEAVY _____

UTILITIES LOST: ELECT _____ WATER _____ STEAM _____ OTHER _____

NO. OF PERSONNEL INJURED: _____

TYPE OF INJURIES: BURN _____ SHOCK _____ MECHANICAL _____ OTHER _____

FIRE THREAT: NONE _____ MINIMAL _____ IMMINENT _____ ACTUAL _____

PERSONS TRAPPED: NO. _____

LOCATION: _____

FIRST AID IN PROGRESS: YES _____ NO _____

OTHER INFORMATION:

_____REPORTING PERSON'S NAME
_____DUTY STATION
_____PHONE NUMBER _____ LOCATION _____
